



## **USER MANUAL**

### **User Manual for School Users of the Student and Exchange Visitor Information System**

November 14, 2002

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## **1. INTRODUCTION**

This manual was written as a resource for School users (that is, Principal Designated School Officials (PDSOs), Designated School Officials (DSOs), and Administrative School Officials (ASOs)) of the Student and Exchange Visitor Information System (SEVIS).

### **1.1 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on foreign students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Naturalization Service (INS) and Department of State (DOS) throughout a student's or EV's program in the U.S.

SEVIS will enable schools to submit school certification applications, update certification information, submit updates to the INS that require adjudication, and create and update F-1 (academic) and M-1 (vocational) student and dependent records. INS Officers will have the capability to adjudicate updates made to school and student records using SEVIS, and PDSOs will be notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS with a permanent user ID and password. A user ID and password will enable users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS. Users will also be able to process Forms I-20, Certificate of Eligibility for Nonimmigrant Student Status; view alerts on students; and view and print a variety of reports. The instructions in this manual apply to schools that have current INS approval and wish to begin using SEVIS.

Once a school has been enrolled in SEVIS, even if enrollment is prior to the mandatory SEVIS compliance date, all Forms I-20 issued by the school for initial attendance by a new student must be created in and issued from SEVIS.

Schools that begin using SEVIS prior to the mandatory compliance date are not required to enter all data for their current students into SEVIS at that time. However, the school is required to use SEVIS for issuance of any Form I-20 that is updated and re-issued to a currently enrolled student. The final SEVIS rule will set a date following the mandatory compliance date by which all currently enrolled students must have been entered into SEVIS.

Finally, once a student is registered in SEVIS, the school must update the student's record and report on the events required by SEVIS. The INS published a proposed rule in the **Federal Register**, 67 FR 34862 (May 16, 2002) to implement the new SEVIS requirements and establish a process for electronic reporting by DSOs. This proposed rule outlines the student events reporting and information collection required by schools using SEVIS. Additionally, each school official associated with a school enrolled in SEVIS is sent information regarding the specific reporting requirements with his or her permanent SEVIS user ID.

## **1.2 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/disclosure of this information

### **Exhibit 1: Criminal Penalties**

#### **Criminal Penalties**

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

## **1.3 Glossary**

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

The following sections provide step-by-step instructions for using SEVIS. Included are directions for updating your school's Form I-17 and creating, issuing, and modifying Forms I-20 for students and dependents.

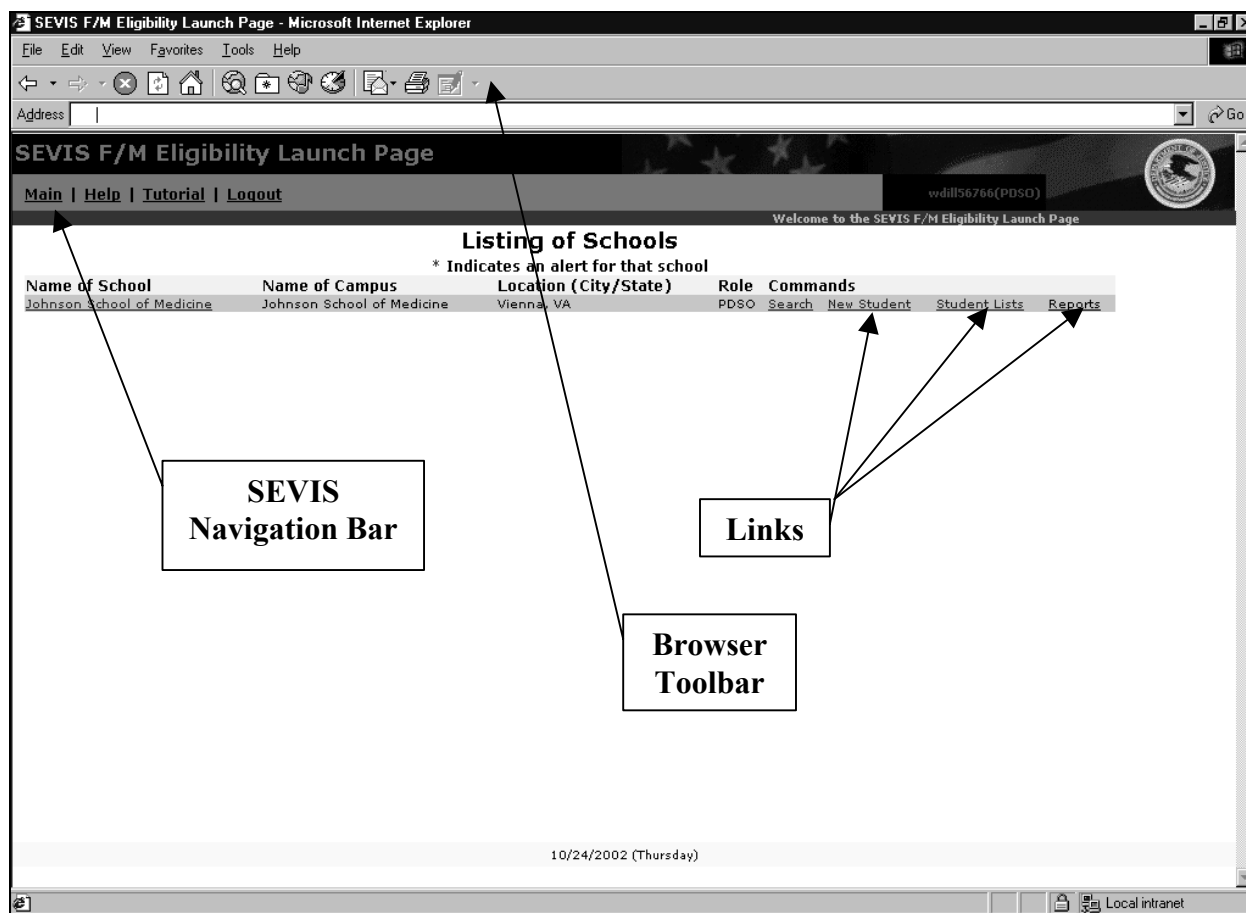
### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS F/M Eligibility Launch Page (Main Menu), is an example of a screen that displays when you log in to SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of schools. The screen components are labeled with the terms used in this manual.

**Note:** If you have access to more than one school/campus, all schools will be listed on the main menu.

## **Exhibit 2: SEVIS F/M Eligibility Launch Page (Main Menu)**



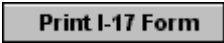



### **2.1.1 SEVIS Screen Components**

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
- **SEVIS Navigation Bar:** The navigation bar lists the following main functions:
  - **Main**—used to access the main menu or, if you perform as a school user and a program user, the screen where you select either the Listing of Schools or Listing of Programs
  - **Help**—used to access online help for SEVIS
  - **Tutorial**—used to view a brief demonstration of how to use SEVIS
  - **Logout**—used to exit the system
- **Links:** Click on underlined text to advance to a different screen within SEVIS.

## **2.1.2 Additional SEVIS Screen Components**

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button  enables you to print a copy of the Form I-17.
  - **Radio Buttons** —Click to make a selection.
- **Other Input methods:**
  - **Check Boxes** —Click to make one or more selections.
  - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

## **2.2 Accessing SEVIS**

SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader 5.0 or higher. You must have a user ID and password to access SEVIS. When approved to use SEVIS, you received an e-mail message containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click on the link contained in the e-mail message. The system will display the Set Password screen as shown in Exhibit 3, SEVIS – Set Password Screen.

### Exhibit 3: SEVIS – Set Password Screen

**SEVIS - Set Password**

Welcome to the SEVIS system.

Before you begin, you must register a password for yourself. Please enter your password twice in the spaces provided. The password must contain at least 1 uppercase alphabetic, 1 lowercase alphabetic and 1 number, must be at least 8 character long, and must not exceed 16 characters in length.

Username:

Password:

Confirm password:

11/04/2002 (Monday)

2. Enter your user ID in the User Name field.
3. Enter your password in the Password field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password in the Confirm Password field.
5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password.
6. Click the **OK** button and the system will display the SEVIS login screen.

**Note:** After creating your password, use the SEVIS web site (<https://egov.ins.usdoj.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

#### **2.2.1 Guidelines for Passwords**

The first time you access SEVIS, you will be prompted to create a password. The guidelines for SEVIS passwords are as follows:

- SEVIS passwords are 8 to 16 characters in length.
- Your password must contain uppercase and lowercase alphabetic characters, and at least one numeric character.

- Passwords are case sensitive. When you create a password using a mix of upper- and lower-case letters, it must always be entered that way (for example, the password “Abcdefg8” must always be entered with a capital “A” followed by lowercase letters and the numeral 8).
- SEVIS passwords have a maximum life span of 90 days, at which time you will be prompted to change your password.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

### **2.2.2 Change Password Every 90 Days**

You must change your password every 90 days. After 90 days, when you log in to SEVIS, the system will automatically prompt you to change your password. To change your password, you will need to perform the following:

1. Enter your current password in the Old Password field.
2. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
3. Enter your new password again in the Confirm New Password field.
4. Click the **Change Password** button. The system will display the SEVIS login screen. Be sure to use your new password when logging in to SEVIS.

### **2.2.3 Change Password Voluntarily**

You may change your password weekly, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system displays the Change Password screen.
2. Enter your SEVIS user ID in the User Name field.
3. Enter your current password in the Old Password field.
4. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
5. Enter your new password again in the Confirm New Password field.
6. Click the **Change Password** button. The system will display the SEVIS login screen. Be sure to use your new password when logging in to SEVIS.

### **2.2.4 Log In to SEVIS**

When you access SEVIS via the Internet (<https://egov.ins.usdoj.gov/sevis/>) a security alert screen displays. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 4, SEVIS Log in Page, is an example of the login screen.

**Note:** After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

## Exhibit 4: SEVIS Log in Page

The screenshot shows the SEVIS Log out Page. At the top left, it says "SEVIS Log out Page". On the right, there is a circular seal. Below the header, it says "Welcome to the SEVIS Log out Page" and "OMB 1115-0252". The main content area is titled "Student & Exchange Visitor Information System (SEVIS)". Below the title, there is a large warning message in a box. The warning message reads: "\*\*\*\*\* WARNING \*\*\*\*\*", "\* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU \*", "\* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. \*", "\* All attempts to access and use this system and/or its \*", "\* resources are subject to keystroke monitoring and recording.\*", "\* Everyone using this system expressly consents to such \*", "\* monitoring and is advised that if such reveals possible \*", "\* evidence of criminal activity or abuse of authority, the \*", "\* information will be reported to authorities for action.\*", "\* Unauthorized access attempts or use in excess of documented \*", "\* authority may subject you to a fine and/or imprisonment\* ", "\* in accordance with Title 18, USC, Section 1030 or \*", "\* administrative penalties or dismissal. \*", "\*\*\*\*\* WARNING \*\*\*\*\*". Below the warning message, there is a login form with two input fields: "User Name" and "Password". Below the input fields are two buttons: "Login" and "Reset". At the bottom of the form, there are two links: "Register for New Account" and "Change Password".

To log in to SEVIS, perform the following:

1. Access the SEVIS web site at: <https://egov.ins.usdoj.gov/sevis/>
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice will display as shown in Exhibit 5, SEVIS Compliance Agreement Notice.

**Note:** The Login screen has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account. This link is used to create a temporary user ID and password and complete the Form I-17 (for school certification). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. The instructions for using the **Change Password** link are described in section 2.2.3, Change Password Voluntarily.

## **Exhibit 5: SEVIS Compliance Agreement Notice**

**SEVIS - Compliance Agreement Notice**

Welcome to the SEVIS - Compliance Agreement Notice

**School Official Compliance Agreement**

I have read the INS regulations relating to:

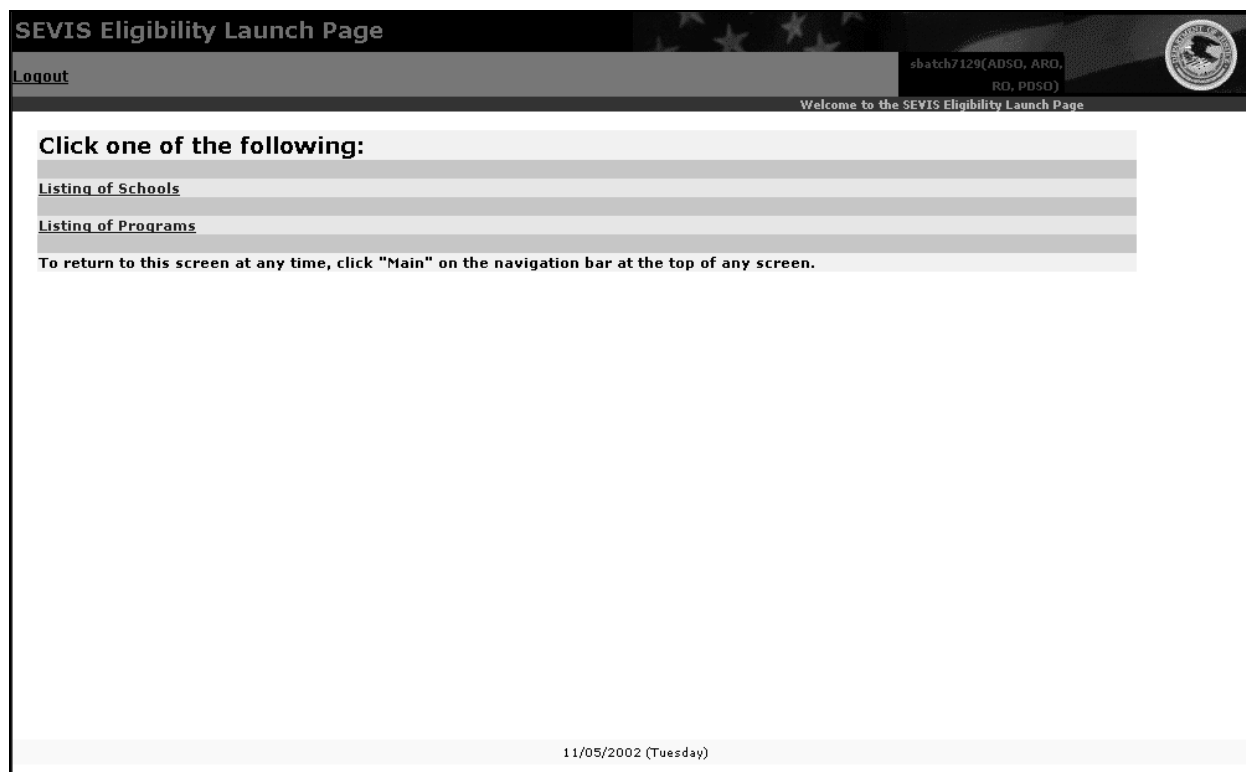
1. Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)
2. Change of nonimmigrant classification for students: 8 CFR 248
3. School Approval: 8 CFR 214.3
4. Withdrawal of school approval: 8 CFR 214.4

I intend to comply with these regulations at all times.

5. The first time that you access SEVIS, the Compliance Agreement Notice displays, read the notice and click the **I Agree** button to advance to the main menu and begin performing SEVIS tasks. Otherwise, the system will display the main menu screen for the school user.

Exhibit 6, SEVIS Eligibility Launch Page for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to access the list of schools or the list of programs for which you have access. The system will display the Listing of Schools or Listing of Programs screen.

## **Exhibit 6: SEVIS Eligibility Launch Page for School and Program Sponsor User**



**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

### **2.3 Log Out of SEVIS**

To exit SEVIS at any time, click **Logout** on the navigation bar as shown in Exhibit 7, SEVIS Navigation Bar.

## **Exhibit 7: SEVIS Navigation Bar**



### **2.4 Changing Your School's Form I-17**

After logging in to the system, the SEVIS main menu displays. Only the PDSO can perform updates to a school's Form I-17. The PDSO must first click on the link for a school. Exhibit 8, SEVIS F/M Eligibility Launch Page, is an example of the screen that displays for a PDSO who is a school official for only one school. If you perform duties at multiple campuses, all of the school/campus names will display on this screen.

**Note:** To return to the main menu when on other screens within SEVIS, click **Main** on the navigation bar. If you perform as both a school official and program sponsor official, you may also click **Listing of Programs** or **Listing of Schools** on the navigation bar.

### **Exhibit 8: SEVIS F/M Eligibility Launch Page**

Name of School	Name of Campus	Location (City/State)	Role	Commands
Johnson School of Medicine	Johnson School of Medicine	Vienna, VA	PDSO	<a href="#">Search</a> <a href="#">New Student</a> <a href="#">Student Lists</a> <a href="#">Reports</a>

Certain fields on the Form I-17 can be updated without INS approval. However, submitted changes for other fields must be reviewed and approved by a District Officer (DO) user in SEVIS. If the updated field does not require adjudication, SEVIS will inform you that the update was completed successfully. If the update does require INS approval, you will be notified that the update request has been submitted to the INS. Once the DO reviews and approves the change, the school record will be updated. The procedures for making changes to your school's Form I-17 are described in the following sections.

**Note:** A note has been added to the explanation of the fields that require review by the INS when changed.

#### **2.4.1 Updating Certification Page 1**

On the main menu, school users will be able to view a list that includes each school or campus for which they act as a designated official. To access the Form I-17 for a school or campus, perform the following:

1. Click on the link for the school whose Form I-17 you wish to view. The system displays the data for the selected school.


2. To update the Form I-17, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on page 1 of the certification application, as shown in Exhibit 9, SEVIS Certification Page 1.

### Exhibit 9: SEVIS Certification Page 1

SEVIS Certification Page 1

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

wdill56766(PDSO)



Welcome to the SEVIS Certification Page 1

Contact Information page [1 of 5]  
Required fields are marked with an asterisk ( \*)

1. \* Approval for attendance of students under:

☒ Section 101(a)(15)(f) of the Act (academic and language students)  
☐ Section 101(a)(15)(m) of the Act (vocational students)

2. \* Name of School System:

Johnson School of Medicine

2a. \* Name of Main Campus:

Johnson School of Medicine

3. Mailing Address of the School:

\* Address 1: 4500 Leesburg Pike

Address 2:

\* City: Vienna

\* State: VIRGINIA

\* Zip Code: 22182

Fax Number: ( ) -

Phone Number: ( ) - ext.

4. Location of the School (if different from mailing address):

Address 1: 4500 Leesburg Pike

Address 2:

City: Vienna

State: VIRGINIA

Zip Code: 22182

5. \* School Type: Public Institution (Recertification is required to change between Public or Private institutions.)

Name and Address of Owner (For PRIVATE Schools ONLY!):

\* Last Name:

\* First Name:

Middle Name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Save Draft

Reset Values

Next

Print I-17 Form

Public Reporting Burden

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.

10/24/2002 (Thursday)

You may add or delete the current information to reflect changes to your school's Form I-17. Below is a list of the fields on page 1 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 1, you may make changes to any of the following data:

11

November 14, 2002

Field	Description/Explanation
* 1. Approval for Attendance of Students Under	<p><b>Academic and language nonimmigrant students</b> can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. <b>Vocational students</b> can be admitted to schools approved under section 101(a)(15)(m). The Form I-17 should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students. <b>Note:</b> The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same Form I-17. Updates to this field require review and approval by the INS.</p>
* 2. Name of School System	<p>The school or school system's complete, official name, without abbreviations. This is the school system name that will print on the student's Form I-20, followed by the campus name. <b>Note:</b> Updates to this field require review and approval by the INS.</p>
* 2a.Name of Main Campus	<p>The name of the school or campus that will be considered the primary campus on the Form I-17. This will also print on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will appear here. If not, the main campus may have the same name as the school system. In this case, the same information should be entered in the Name of School System and Name of Main Campus fields.</p> <p><b>Note:</b> Updates to this field require review and approval by the INS.</p>
* 3. Mailing Address of the School	<p>This is the address to which mail for the main campus should be sent. This address may contain a post office box number. The zip code must be a valid 5-digit postal code; the last 4 digits are optional.</p> <p><b>Note:</b> There is a separate field on a following page in which the mailing address(es) of additional campus(es) should be entered.</p> <p><b>Note:</b> Updates to this field require review and approval by the INS.</p>

Field	Description/Explanation
4. Location of the School (if different from mailing address)	The physical location of the main campus, if different from its mailing address. This address may not contain a post office box number. If the location and the mailing address are the same, do not complete this section. <b>Note:</b> Updates to this field require review and approval by the INS.
* 5. School Type	<b>Note:</b> If your school is changing from private to public or public to private, you must contact the SEVIS Help Desk (1-800-892-4829) for assistance.
* <b>If Private is selected</b> , you must complete the name and address fields:	
*Last Name	If the owner is a person, enter his or her last name. If the owner is an institution (such as a company or a non-profit organization such as a church), the name of the institution should appear in the Last Name field.
*First Name	The First Name field must be completed; a dash may be used if there is no first name (such as, a company, or a non-profit organization).
*Address 1	The first line of an address, typically a number and street name, for the school owner.
Address 2	The second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
*City	Enter the unabbreviated name of a city.
*State	Select the appropriate state.
*Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.

Select one of the following buttons:

<b>Save Draft</b>	<p>After completing the required fields on page 1, you may click this button to save the data that you have added or changed on this page.</p> <p><b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.</p>
-------------------	--

<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have added or changed and advance to page 2 of the Form I-17.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

#### **2.4.2 Updating Certification Page 2**

The current data for page 2 of your school's Form I-17 is displayed on Certification Page 2, as shown in Exhibit 10, SEVIS Certification Page 2.

## Exhibit 10: SEVIS Certification Page 2

**SEVIS Certification Page 2**

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS Certification Page 2

Program/Course [2 of 5]

Required fields are marked with an asterisk( \*)

6. \* This school is engaged in (check all that apply):

- ☐ PRIVATE ELEMENTARY SCHOOL
- ☐ PRIVATE MIDDLE SCHOOL
- ☐ PRIVATE HIGH SCHOOL(grades 9-12)
- ☐ PUBLIC HIGH SCHOOL (grades 9-12)
- ☐ VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
- ☐ FLIGHT TRAINING
- ☐ LANGUAGE TRAINING
- ☒ HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
- ☐ OTHER (specify)

7. \* This school's sessions are based on:

- ☒ Semesters
- ☐ Trimesters
- ☒ Quarters
- ☐ Other (Explain)

8. \* Date registration begins for EACH session during a calendar year (fill out only those necessary):

Session 1	JANUARY	10	Session 11		
Session 2	APRIL	02	Session 12		
Session 3	JULY	06	Session 13		
Session 4	SEPTEMBER	04	Session 14		
Session 5			Session 15		
Session 6			Session 16		
Session 7			Session 17		
Session 8			Session 18		
Session 9			Session 19		
Session 10			Session 20		

9. \* Date school was established (The year must be between 1500 and the current year) (MM/DD/YYYY):

10/10/1900

10. \* The school operates under the following federal, state, local, or other authorization (if none, write "None"):

None

11. \* The school has been approved by the following national, regional, or state accrediting association or agency (if none, write "None"):

None

12. \* Areas of study (check all that apply):

- ☐ LIBERAL ARTS
- ☐ FINE ARTS
- ☐ LANGUAGE
- ☐ RELIGIOUS
- ☒ PROFESSIONAL STUDIES
- ☐ VOCATIONAL OR TECHNICAL TRAINING
- ☐ FLIGHT TRAINING
- ☒ SCIENCE
- ☒ EDUCATION
- ☐ BUSINESS
- ☐ ENGINEERING
- ☐ OTHER (explain):

Save Draft Prev Reset Values Next Print I-17 Form

10/24/2002 (Thursday)

You may add or delete the current information to reflect changes to your school's Form I-17. Below is a list of the fields on page 2 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 2, you may make changes to any of the following data:

Field	Description/Explanation
* 6. This school is engaged in	Check all options that apply. If “Other” is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.  <b>Note:</b> Updates to this field require review and approval by the INS.
* 7. This school’s sessions are based on	Check all options that apply. If “Other” is selected, you must enter an explanation in the text box. The explanation field should also be used to notify the DO when the school has more than 20 session-begin dates to enter in the next section, Date registration begins.
* 8. Date registration begins for EACH session during a calendar year (fill out only those necessary)	For each session currently offered by a school during the calendar year, the month and day on which it begins must be shown. For example, a semester system school would show at least two month-day pairs. If you need to enter more than 20, make a note to that effect in the “Other (Explain)” field of the preceding question (number 7, This school’s sessions are based on), and an INS official will contact you for more information, if necessary.
* 9. Date school was established	The date on which the school began operations.
* 10. The school operates under the following federal, state, local, or other authorization	A summary description of the authority, if any, under which the school operates. If none, enter “None” in the text box. <b>Note:</b> Updates to this field require review and approval by the INS.
* 11. The school has been approved by the following national, regional, or state accrediting association or agency	The name of the organization, if any, that has accredited the school. If none, enter “None” in the text box. <b>Note:</b> Updates to this field require review and approval by the INS.
* 12. Areas of study (check all that apply)	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the box next to the appropriate area of study. To remove the check mark, click in the box again. If “Other” is selected, provide an explanation in the text box. <b>Note:</b> Updates to this field require review and approval by the INS.


Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17. <b>Note:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have added or changed and advance to page 3 of the Form I-17.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

### **2.4.3 Updating Certification Page 3**

The current data for page 3 of your school's Form I-17 is displayed on Certification Page 3, as shown in Exhibit 11, SEVIS Certification Page 3.

## Exhibit 11: SEVIS Certification Page 3

SEVIS Certification Page 3wdill56766(PDSO)

Main | Help | Tutorial | LogoutWelcome to the SEVIS Certification Page 3

**Contact Information page [3 of 5]**  
Required fields are marked with an asterisk (\*)

**13. \* List the degrees available from this school:**

☐ AA DEGREE

☐ AS DEGREE

☐ BA DEGREE

☐ DOCTOR OF EDUCATION

☒ BACHELOR OF SCIENCE

☐ BACHELOR OF FINE ARTS

☐ BACHELOR OF BUSINESS ADMINISTRATION

☒ BACHELOR OF SCIENCE IN EDUCATION

☐ MASTER OF ARTS

☒ MASTER OF SCIENCE

☐ MASTER OF BUSINESS ADMINISTRATION

☐ DOCTOR OF PHILOSOPHY

☐ MEDICAL DOCTOR

☐ JURIS DOCTOR

☐ OTHER

Other (If none, write "none"):

**14. \* Select as appropriate:**

If the school is engaged in elementary or secondary education, it  qualify its graduates for acceptance by accredited schools of higher educational level.

---

If the school is engaged in higher education, it  does  confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  are  recognized by and transferable to institutions of study which confer degrees.

---

If the school is engaged in vocational or technical education, it  qualify its graduates for employment in the occupations for which preparation is offered.

---

The school  engaged in English language training.

**15. \* Sessions are held as follows:**

☒ Day

☒ Night

**16. \* Requirements for admission:**

High School graduation or GED

**17. \* Courses of study and time necessary to complete each:**

Biochemistry--2 years

Anatomy--2 years

**18. \* Requirements for graduation:**

Successful completion of all courses

**19. \* Causes for expulsion:**

Felony conviction

**20. \* Average annual number of (please enter numbers without comma separators):**

Classes:

Teachers or instructors:

Students:

Non-teaching employees:

**21. \* Approximate annual cost of room, board, tuition, etc., per student (Please enter cost without comma separators and round up to the nearest dollar. The number must be 7 digits or less):**

\$

Save DraftPrevReset ValuesNextPrint I-17 Form

10/24/2002 (Thursday)

You may add or delete the current information to reflect changes to your school's Form I-17. Below is a list of the fields on page 3 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 3, you may make changes to any of the following data:

<b>Field</b>	<b>Description/Explanation</b>
* 13. List the degrees available from this school	Select only the degrees that your school will offer to foreign students. Select all of the options that apply. If "Other" is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select "Other" and enter high school diploma, or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box. <b>Note:</b> Updates to this field require review and approval by the INS.
* 14. Select as appropriate	Although more than one field may be completed, most schools should complete only one of the fields listed for section 14. <b>Note:</b> Updates to this section require review and approval by the INS.
If the school is engaged in elementary or secondary education	An elementary/secondary school "does" or "does not" qualify its graduates for acceptance by accredited schools of higher education. The field will be blank for schools engaged in higher education, vocational/technical schools, and English language schools. <b>Note:</b> Updates to this field require review and approval by the INS.
If the school is engaged in higher education	A college/university "does" or "does not" confer recognized degrees. Its credits "are" or "are not" transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields will be blank for elementary/secondary, technical/vocational, and English language schools. <b>Note:</b> This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.  <b>Note:</b> Updates to this field require review and approval by the INS.
If the school is engaged in vocational or technical education	A technical/vocational school "does" or "does not" qualify its graduates for employment in the occupations for which preparation is offered. This field will be blank for elementary/secondary schools, colleges/universities, and English language schools. <b>Note:</b> Updates to this field require review and approval by the INS.

Field	
The school (is, is not) engaged in English language training	If your school exclusively offers an English language course, such as English language schools, or includes English language training as part of another program, select "is." Otherwise, select "is not" even though the school may provide remedial English instruction for students whose English skills are weak. <b>Note:</b> Updates to this field require review and approval by the INS.
* 15. Sessions are held as follows	Every school conducts its classes during the day and/or at night. Select one or both of the check boxes.
* 16. Requirements for admission	<p>You must include a summary of your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text entered in this field may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school will be able to view the entire text in SEVIS.</p>
* 17. Courses of study and time necessary to complete each	<p>A general listing of a school's courses of study and the time, in weeks, months, or years, needed to complete each. <b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school will be able to view the entire text in SEVIS.</p>
* 18. Requirements for graduation	<p>A summary of a school's requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However,</p>

Field	Description/Explanation
	the DO and school will be able to view the entire text in SEVIS.
* 19. Causes for expulsion	The general reasons that would be considered causes for a student to be expelled from the school. <b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school will be able to view the entire text in SEVIS.
* 20. Average annual number of	The average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if the school does not maintain a running average for each category.  <b>Note:</b> This field should include an estimate of actual classes taught rather than course types or programs offered.
* 21. Approximate annual cost of room, board, tuition, etc. per student	The approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees. <b>Note:</b> You must round up to the nearest dollar. The system does not accept the decimal point.

Select from one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have added or changed on this page.  <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17. <b>Note:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have added or changed and advance to page 4 of the certification application.

**Print I-17 Form**

Click this button to print a copy of the Form I-17.

#### 2.4.4 Updating Certification Page 4—School Information Page

The current list of officials for this school or campus is shown on page 4 of your school's Form I-17. Exhibit 12, SEVIS Certification Page 4, is an example of this screen.

#### Exhibit 12: SEVIS Certification Page 4

Official Name	Title	Telephone	Email Address	Commands
Jim Williams	Head Director	111-222-5555 ext.4444	jim.williams@johnson.edu	<a href="#">Update</a> <a href="#">Delete</a>
William Dill	Director of Foreign Students	111-222-5555 ext.	william.dill@johnson.edu	<a href="#">Update</a> <a href="#">Delete</a>

[Add New Official](#) [Add Existing Official](#)

[Prev](#) [Next](#) [Print I-17 Form](#)

10/25/2002 (Friday)

Using page 4 of the electronic Form I-17, the PDSO may do the following:

- Add new officials to this school or campuses Form I-17. A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a school's Form I-17 to act at an additional campus listed on the same form, you should add to the official's roles using page 5 of the electronic Form I-17.
- Add existing school officials to your school's Form I-17. You will assign these users additional roles using page 5 of the electronic Form I-17.
- Update an official's record in SEVIS.
- Delete users from SEVIS.

The procedures for completing these tasks are addressed in the following sections.

**Note:** If you need to change the PDSO, contact the SEVIS Help Desk at 1-800-892-4829.

#### **2.4.4.1 Adding New Officials to Your School's Form I-17**

Each school and campus must have one PDSO. A maximum of four DSOs and five ASOs for each school or campus of a school may also be added.

**Note:** A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on an I-17 to act at an additional campus listed on the same form, you should add to the official's roles using page 5 of the electronic Form I-17, rather than adding this individual as an existing official on page 4.

To add new school officials, perform the following:

1. Click the **Add New Official** link below the list of officials already registered to use SEVIS. The system displays a screen that allows you to add a new official as shown in Exhibit 13, SEVIS Certification Page 4 – Adding Official.

#### **Exhibit 13: SEVIS Certification Page 4 – Adding Official**

**SEVIS Certification Page 4 - Adding Official**

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS Certification Page 4 - Adding Official

**Certification - Add Official**  
Required fields are marked with an asterisk (\*)

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* The Official is: ☐ U.S. Citizen ☐ LPR ☐ Other

If LPR, please enter A-number:

\* Title:

**Contact Information:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Telephone Number:  -  -  ext.

\* Email Address:

Add Official Cancel

10/24/2002 (Thursday)

Below is a list of the fields on the Adding Official screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed.

Field	Description/Explanation
* Last Name	The surname or family name of the school official.
* First Name	The first name of the school official.

Field	Description/Explanation
Middle Name	The middle name of the school official.
Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen, Lawful Permanent Resident (LPR), or Other. <b>Note:</b> The PDSO and DSOs must be either U.S. citizens or LPRs.
If LPR, please enter A-number	You must enter the A-number if the school official is an LPR. Enter <b>only</b> the numeric portion of the school official's alien number.
* Title	Enter the title of the school official.
* Address 1	Enter the first line of the address for this school official.
Address 2	The second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	<p>A valid electronic-mail address. The school official's SEVIS user ID and password instructions will be mailed to this address. For a PDSO, notification of adjudication results for updates to the Form I-17 will also be sent to this e-mail address.</p> <p><b>Note:</b> E-mail addresses are <b>not</b> valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).</p>

**Note:** All school officials must be assigned to perform a role for at least one campus. You will assign SEVIS roles of PDSO, DSO or ASO for each campus on page 5.

Select one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. The system will display page 4 of the certification application and
---------------------	--

	the information for the official that was added will be included in the list of officials. To add additional school officials, click the <b><u>Add New Official</u></b> link again and repeat the process described above.
<b>Cancel</b>	Click this button to return to page 4 of the Form I-17 without saving the data for this official.

When finished adding new school officials, click one of the following buttons on page 4:

<b>Prev (Previous)</b>	The data has been saved. Click this button to return to the previous page of the Form I-17.
<b>Next</b>	The data has been saved. Click this button to advance to page 5 of the Form I-17. <b>Note:</b> Be sure to add existing officials to the Form I-17 before advancing to page 5.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17

#### **2.4.4.2 Adding Existing Officials to Your School's Form I-17**

An existing official is an active SEVIS user; someone who has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on your school's Form I-17 to perform as an ASO, DSO, or PDSO for a school or campus.

**Note:** A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on an I-17 to act at an additional campus listed on the same form, you should add to the official's roles on page 5 of the electronic Form I-17, rather than adding this individual as an existing official on page 4.

To add an existing official, perform the following:

1. Click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The system displays the Adding Existing Official screen, as shown in Exhibit 14, SEVIS Certification Page 4 – Adding Existing Official.

## Exhibit 14: Certification Page 4 – Adding Existing Official Screen

SEVIS Certification Page 4 - Adding Existing Official

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS Certification Page 4 - Adding Existing Official

**Certification - Add Existing Official**

Required fields are marked with an asterisk ( \* )

The Official has an existing account in SEVIS. Please enter the account information below.

\* Account Username:

Search Official Cancel

10/24/2002 (Thursday)

2. In the Account User Name field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. The system displays the Certification – Add Existing Official screen, which contains the name, title, telephone number, email address, and role for this official.
4. Click the **Add Official** button. The system displays page 4 of the certification application and the official’s name appears on the list of school officials.

**Note:** All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the Form I-17. You may assign SEVIS roles of PDSO, DSO or ASO for each campus on page 5.

When finished adding existing officials, click one of the following buttons on page 4:

<b>Prev (Previous)</b>	The data has been saved. Click this button to return to the previous page of the Form I-17.
<b>Next</b>	The data has been saved. Click this button to advance to page 5 of the Form I-17.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

### 2.4.4.3 Update an Existing Official's SEVIS Record

To change or update the record of an existing school official, perform the following:

1. Click the **Update** link to the right of the name of the person whose record you would like to update. The system displays the Update Official screen as shown in Exhibit 15, SEVIS Certification Page 4 – Update Official.

#### Exhibit 15: SEVIS Certification Page 4 – Update Official

**SEVIS Certification Page 4 - Update Official**

Main | Help | Tutorial | Logout

Welcome to the SEVIS Certification Page 4 - Update Official

**Certification - Official Update of William Dill**  
Required fields are marked with an asterisk (\*)

\* Last Name: Dill

\* First Name: William

Middle Name:

Suffix:

\*The Official is: ☒ U.S. Citizen ☐ LPR ☐ Other

If LPR, please enter A-number: A

\* Title: Director of Foreign Students

**Contact Information:**

\* Address 1: 4500 Leesburg Pike

Address 2:

\* City: Vienna

\* State: VIRGINIA

\* Zip Code: 22182

\* Telephone Number: (111 ) 222 - 5555 ext.

\* Email Address: william.dill@johnson.edu

Update Cancel

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2. Make the necessary changes to the user's record.
  3. Click the **Update** button to save the changes. The system displays page 4 of the Form I-17.
- When finished updating records for school officials, click one of the following buttons on page 4:

<b>Prev (Previous)</b>	The data has been saved. Click this button to return to the previous page of the Form I-17.
<b>Next</b>	The data has been saved. Click this button to advance to page 5 of the Form I-17.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

#### **2.4.4.4 Delete Existing Officials from SEVIS**

Deleting an official will remove the individual's record from the Form I-17 altogether. The official will no longer be able to perform SEVIS tasks. To delete a school official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the name of the person whose record you would like to delete. The system displays the Delete Official screen as shown in Exhibit 16, SEVIS Certification Page 4 – Delete Official.

#### **Exhibit 16: SEVIS Certification Page 4 – Delete Official**

**SEVIS Certification Page 4 - Delete Official**

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS Certification Page 4 - Delete Official

Certification - Official Delete of William Dill

Last Name: Dill  
First Name: William  
Middle Name:  
Suffix:  
The Official is: U.S. Citizen

Contact Information:  
Address 1: 4500 Leesburg Pike  
City: Vienna  
State: VA  
Zip Code: 22182  
Telephone Number: (111) 222 - 5555 ext.  
Email Address: william.dill@johnson.edu

Delete Official Cancel

10/25/2002 (Friday)

2. If this is the official whose record you wish to delete, click the **Delete Official** button to confirm the deletion of this official. The system displays page 4 of the Form I-17 and the official's name has been deleted from the list of users.

**Note:** To remove the official from performing as an ASO, DSO, or PDSO for a specific campus, use the Assign Roles Page, rather than deleting the official. See Section 2.4.7, Assign Campus Officials.

When finished deleting school officials, click one of the following buttons on page 4:

<b>Prev (Previous)</b>	The data has been saved. Click this button to return to the previous page of the Form I-17.
------------------------	---

<b>Next</b>	The data has been saved. Click this button to advance to page 5 of the Form I-17.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17

### 2.4.5 Updating Certification Page 5

The current list of campuses for this school is shown on page 5 of the school's Form I-17. Exhibit 17, SEVIS Certification Page 5, is an example of this screen.

#### **Exhibit 17: SEVIS Certification Page 5**

**SEVIS Certification Page 5**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#) wdill56766(PDSO)

Welcome to the SEVIS Certification Page 5

**Certification - Campus Information page [5 of 5]**

Campus Name	Mailing Address	Location	Command
Johnson School of Medicine	4500 Leesburg Pike Vienna, VA 22182	Vienna, VA	Officials

[Add New Campus](#)

[Prev](#) [Submit](#) [Cancel](#) [Print I-17 Form](#)

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

10/24/2002 (Thursday)

Using page 5 of the Form I-17, the PDSO may add or delete new campuses and assign or re-assign school officials to their SEVIS roles. The following sections provide instructions for adding campuses and assigning SEVIS roles.

### 2.4.6 Add New Campus

SEVIS enables the PDSO to add campuses to the Form I-17 that are located in the same INS district office jurisdiction as the main campus. If your school has campuses that are located in other INS district office jurisdictions (for example, different states), separate Forms I-17 must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single INS district may either file a single Form I-17 for all campuses or file separate Forms I-17.

When you add campuses to the Form I-17, the INS must review and approve the changes. To add a campus to your school's Form I-17, perform the following:

1. Click the **Add New Campus** link below the list of registered campuses. Exhibit 18, SEVIS Certification Page 5 – Add Campus, is an example of the screen that displays.

### **Exhibit 18: SEVIS Certification Page 5 – Add Campus**

The screenshot shows a web form titled "SEVIS Certification Page 5 - Add Campus". At the top, there is a navigation bar with links: "Main | Help | Tutorial | Logout". To the right of the navigation bar, it says "Welcome to the SEVIS Certification Page 5 - Add Campus" and "wdill56766(PDSO)". Below the navigation bar, the form is titled "Certification - Add Campus" with a note "Required fields are marked with an asterisk (\*)". The form is divided into two main sections: "Mailing Address:" and "Location (if different from the mailing address):". The "Mailing Address:" section includes fields for: "\* Campus Name:", "\* Address 1:", "Address 2:", "\* City:", "\* State:" (a dropdown menu), "\* Zip Code:" (two input boxes), "Fax Number:" (three input boxes), and "Phone Number:" (three input boxes followed by "ext." and one input box). The "Location (if different from the mailing address):" section includes fields for: "Address 1:", "Address 2:", "City:", "State:" (a dropdown menu), and "Zip Code:" (two input boxes). At the bottom of the form, there are two buttons: "Add Campus" and "Cancel". The footer of the page shows the date "10/24/2002 (Thursday)".

2. Enter the information regarding the new campus. **Note:** The name and mailing address specified here will be printed on Forms I-20 issued from the campus.
3. Click the **Add Campus** button. The system displays page 5 of the certification application and the name of the campus appears on the list.

**Note:** The DO will contact the PDSO for any necessary supporting documentation.

#### **2.4.7 Update a Campus**

The PDSO and DOS may update campus information. To update the information for a campus, perform the following:

1. Click the **Update** link to the right of a campus name. The system will display the Campus Update screen.
2. Make the necessary additions and/or changes to the data.

3. Click the **Update Campus** button. The system will save the changes and display page 5 of the certification application.

#### **2.4.8 Delete a Campus**

The PDSO may access SEVIS and delete a campus. To delete a campus, perform the following:

1. Click the **Delete** link to the right of a campus name. The system will display the Campus Deletion screen.
2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system will display page 5 of the certification application.

#### **2.4.9 Assign Campus Officials**

Page 5 has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO, DSO and ASO. In SEVIS, the PDSO is usually the contact person for the original submission of the Form I-17. The PDSO will also be the responsible party for any updates to the PDSO, DSO or ASO information and registering the school to use the SEVIS batch interface. The PDSO and DSOs are responsible for creating, submitting and updating SEVIS student records and issuing Forms I-20.

The functions of the ASO are limited to clerical duties and data entry. The ASO may not sign or issue a SEVIS Form I-20, or provide any update to SEVIS. The access of the ASO will be limited in SEVIS to purely data entry of SEVIS Form I-20 information, which must then be reviewed and submitted in SEVIS by a PDSO or DSO.

**Note:** All PDSOs and DSOs must be either U.S. citizens or Lawful Permanent Residents (LPRs) of the U.S.

Exhibit 19, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title appears at the top of the column may perform the task listed.

**Exhibit 19: SEVIS Roles and Responsibilities**

<b>SEVIS Task</b>	<b>ASO</b>	<b>DSO</b>	<b>PDSO</b>
Add and delete campuses (Form I-17)			<b>X</b>
Update, save, and submit changes to the information for schools (Form I-17)		<b>X</b>	<b>X</b>
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)			<b>X</b>
Print the Form I-17		<b>X</b>	<b>X</b>
Create and save records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>	<b>X</b>

<b>SEVIS Task</b>	<b>ASO</b>	<b>DSO</b>	<b>PDSO</b>
Update records for students and dependents (I-20)		<b>X</b>	<b>X</b>
Submit records for students and dependents (I-20)		<b>X</b>	<b>X</b>
Print student and dependent draft Forms I-20	<b>X</b>	<b>X</b>	<b>X</b>
Print student and dependent Forms I-20		<b>X</b>	<b>X</b>
View all student and dependent records for their schools	<b>X</b>	<b>X</b>	<b>X</b>
Receive SEVIS alerts		<b>X</b>	<b>X</b>
View and print reports	<b>X</b>	<b>X</b>	<b>X</b>
Register schools to use the SEVIS batch interface			<b>X</b>

To authorize your school officials to perform as ASOs, DSOs, or PDSOs when using SEVIS, perform the following for each campus listed on the Form I-17:

1. Click on the **Officials** link to the right of the campus name. The system displays the Assigning Campus Officials screen. An example is shown in Exhibit 20, SEVIS Certification Page 5 – Assign Officials.

**Note:** This screen lists all of the officials associated with the entire school. You must choose the role that each official will play at each campus.

## Exhibit 20: SEVIS Certification Page 5 – Assign Officials

SEVIS Certification Page 5 - Assign Officials

Main | Help | Tutorial | Logout

Welcome to the SEVIS Certification Page 5 - Assign Officials

Assigning Campus Officials  
Campus Name: Johnson School of Medicine  
Mailing Address: 4500 Leesburg Pike  
Vienna, VA 22182-

Officials Currently Assigned		PDSO	DSO	ADSO	No Role
Official Name	Title				
Jim Williams	Head Director	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
William Dill	Director of Foreign Students	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Accept Changes Reset Values Cancel

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- Click a radio button (PDSO, DSO, or ADSO—select this option for ASOs) to the right of the official’s name. Select the “No Role” button for officials who will not perform SEVIS tasks for this specific campus.

**Note:** Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of four DSOs and five ASOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the Form I-17. If an official is not assigned a role, you cannot submit these changes to the form.

- Click the **Accept Changes** button and the system will display page 5.

When finished adding campuses and assigning roles to school officials, click one of the following buttons on page 5:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17.
<b>Submit</b>	Click this button to forward the changes to the Form I-17 to the INS for review and approval and/or to save data in the SEVIS database.
<b>Cancel</b>	Click this button to delete <b>all</b> changes and updated information that has not been submitted.

<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.
------------------------	---

#### **2.4.10 Submitting Changes to the Form I-17**

To submit changes to the Form I-17, click the **Submit** button on page 5 of the certification application. The system will display a message indicating that the updates to the Form I-17 have been successful. However, if you made changes to certain fields or added campuses, the INS will have to adjudicate those changes. Once the INS adjudicates the updates to the Form I-17, the following outcomes are possible:

- If the updates are approved, the PDSO will receive approval notification via e-mail.
- If additional information is required for processing the updates, the PDSO will receive an e-mail specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the PDSO will receive notification via e-mail. This e-mail will include basic information regarding the reasons for denial and the DO will contact the PDSO with more specific information regarding the denial, if necessary.

### **2.5 F/M Eligibility**

PDSOs and DSOs are responsible for entering and updating information in SEVIS on their school's F-1 and M-1 students and their dependents in compliance with student reporting requirements in the current regulations of 8 CFR 214.2(f), 214.2(m) and 214.3. A PDSO or DSO may create, submit, and sign new Forms I-20 from SEVIS. Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report on all events required by the current and proposed SEVIS regulations.

An ASO may create and save, but not submit new SEVIS student records. A PDSO or DSO must review, submit, and sign any new Forms I-20 created by an ASO.

The following sections provide step-by-step instructions for completing and/or updating the Form I-20.

#### **2.5.1 Create a Student Application (Form I-20)**

After logging in to SEVIS, a list of schools or campuses for which you have been designated as a user will display. Exhibit 21, SEVIS F/M Eligibility Launch Page, is an example of the screen. You have the option to create a "New Student" (create a SEVIS record for a student and issue that student a SEVIS generated Form I-20) for any of the schools for which you are assigned a role. However, only a PDSO or DSO can actually submit this student record to SEVIS. An ASO may save the student record, which must then be reviewed and submitted by a PDSO or DSO.

## Exhibit 21: SEVIS F/M Eligibility Launch Page

**SEVIS F/M Eligibility Launch Page**

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS F/M Eligibility Launch Page

**Listing of Schools**  
\* Indicates an alert for that school

Name of School	Name of Campus	Location (City/State)	Role	Commands
Johnson School of Medicine	Johnson School of Medicine	Vienna, VA	PDSO	Search New Student Student Lists Reports

Link to select a school or campus

Link to create a SEVIS record for a new student

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### 2.5.1.1 Complete Page 1 of the Form I-20—Personal Information

To create a student record in SEVIS and issue the Form I-20 for a new (initial), current, or a student transferring from a *non-SEVIS* school, perform the following:

**Note:** Records for students transferring to your school from another SEVIS school will be created by another process, defined in section 2.5.5.2, Student Information Screen and Student Update Links, (Transfer In) of this document.

1. On the F/M Eligibility Launch Page, click the **New Student** link to the right of the name of the campus where the student is enrolling. The system displays a new student screen as shown in Exhibit 22, New Student for the Johnson School of Medicine.

## Exhibit 22: New Student for the Johnson School of Medicine

**SEVIS Eligibility**
wdill56766(PDSO)

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)
Welcome to the SEVIS Eligibility

### New Student for the Johnson School of Medicine

Enter initial information about student  
Required fields are marked with an asterisk ( \* )

\* Visa type: ▼

1. \* Family Name:

2. First Name:

3. Middle Name:

4. Suffix: ▼

5. \* Date of Birth:  (MM/DD/YYYY)

6. \* Gender: ▼

7. \* Country of Birth: ▼

8. \* Country of Citizenship: ▼

9. \* Issue reason:

☐ Initial attendance

☐ Initial attendance - Change of status requested

☐ Continued attendance

Current Session End Date:  (MM/DD/YYYY)

Next Session Start Date:  (MM/DD/YYYY)

☐ School transfer

Transfer from school:

☐ Reinstatement requested

☐ Other

Other reason:

Save Draft
Reset Values
Next

Public Reporting Burden

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

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Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* Visa Type	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the I-20 creation process.)
* 1. Family Name	The surname or last name of the student.
2. First Name	The first name of the student.
3. Middle Name	The middle name of the student.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The student's date of birth.

Field	Description/Explanation
* 6. Gender	The student's sex.
* 7. Country of Birth	The name of the country in which the student was born.
* 8. Country of Citizenship	The name of the country in which the student maintains citizenship.
* 9. Issue Reason	The reason for issuing the most recent Form I-20 for a student.
Initial Attendance	The student has been admitted to, but has not yet begun, a program. These students usually reside overseas and use the Form I-20 for visa issuance purposes.
Initial Attendance – Change of Status Requested	The student is currently in the U.S. and has a visa that is not an F or M visa type. However, the student is requesting a change to F or M.
Continued Attendance	<p>This field is completed for students who are enrolled at the school, but have not been registered in SEVIS.</p> <p><b>Note:</b> The current session end date and the next session start date must be completed.</p> <p><b>Note:</b> If the student already has a record in SEVIS, you will not be creating a record. However, when the student's Form I-20 is re-printed, the issue reason that will appear on the reprinted form will be "continued attendance."</p>
School Transfer	<p>The student is in status and has transferred from a non-SEVIS school. The name of the school from which the student is transferring must be completed.</p> <p><b>Note:</b> When a student transfers from a SEVIS school, you will update his or her SEVIS record, which will be available to you on a list of "Transfer-in" students. <b>Do not</b> create a new record.</p>
Reinstatement Requested	<p>The student is currently out of status, is either currently attending your school or transferring from a <i>non-SEVIS</i> school, and must be reinstated.</p> <p><b>Note:</b> This issue reason is selected only if you are creating a SEVIS record for the student. If a student already has a SEVIS record, and is out of status, reinstatement requests should be made as an update to that out of status record. You should <b>NOT</b> use this issue reason to create a new record for an out of status student that is currently in SEVIS.</p>

Field	Description/Explanation
Other	<p>If Other is selected, an explanation must be provided in the Other Reason field. This option is selected when none of the issue reasons above apply to the student. Choosing Other places the student record in Initial status, in the same manner as choosing Initial Attendance as an issue reason. (See section 2.5.4.2, Student Lists, for an explanation of “initial status.”)</p> <p>The issuance reason of Other has been added to accommodate unforeseen circumstances, but is generally not an issuance reason that should be chosen, since the other reasons should accommodate all situations.</p>

Select one of the following buttons:

<b>Save Draft</b>	<p>After completing the required fields on page 1, you may click this button to save the data that you have entered on this page.</p> <p><b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.</p>
<b>Reset Values</b>	<p>Click this button to erase all new entries on the page that have not been saved.</p>
<b>Next</b>	<p>Click this button to automatically save the data that you have entered, changed, or added, and advance to the next page of the Form I-20.</p>

### **2.5.1.2 Complete Page 2 of the Form I-20—Program Information**

Page 2 of the Form I-20 is used to collect program information for the student. Exhibit 23, Page 2—Information for Elizabeth Jones, is an example of page 2.

## Exhibit 23: Page 2—Information for Elizabeth Jones

**SEVIS Eligibility**  
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wdill56766(PDSO)  
Welcome to the SEVIS Eligibility

**Jones, Elizabeth**  
 School: Johnson School of Medicine

Required fields are marked with an asterisk( \*)

**10. Admission number:**  
**11. Driver's license number:**  
**12. Driver's license issue state:**  
**13. Social Security Number:**  
**14. Individual Taxpayer ID Number:**

**15.\* Foreign address:**  
 Address 1:   
 Address 2:   
 City:   
 Province/Territory:   
 Postal code:   
 Country:

**16. U.S. address:**  
 Commuter student ☐ If checked, U.S. address is not required.  
 Address 1:   
 Address 2:   
 City:   
 State:   
 Zip Code:

**17.\* Education Level:**  
  
 If Other, enter here:

**18.\* Primary major:**  
**19. Secondary major:**  
**20. Minor:**

**21.\* Normal length of study:**  (Months)  
**22.\* Program start date:**  (MM/DD/YYYY)  
**23.\* Program end date:**  (MM/DD/YYYY)

**24.\* English proficiency:**  
 Is English proficiency required by the school?   
 If Yes, does the student have the required English proficiency?   
 If No, explain why the school does not require English proficiency:

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Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
10. Admission Number	The INS-assigned number given to the student when he or she entered the U.S. and was admitted upon review by an INS inspections officer. The admission number can be located on the student's I-94 entry document.  <b>Note:</b> Only students who have already been admitted to the U.S. will have an admission number. Completion of this field is optional.

Field	Description/Explanation
11. Driver's License Number	For students already in the U.S., the student's driver's license number, assigned by the state that issued the license. Completion of this field is optional.
12. Driver's License Issue State	The state that issued the driver's license to the student, if applicable. The formats of driver's license numbers will vary from state to state. Completion of this field is optional.
13. Social Security Number	A student's Social Security number. Completion of this field is optional.
14. Individual Taxpayer ID Number	The taxpayer ID can be entered for students who are employed or that have such an ID. Completion of this field is optional.
* 15. Foreign Address	The student's foreign address. All nonimmigrant students should have a foreign address, even if they are currently in the U.S.
16. U.S. Address	The student's U.S. address. <b>Note:</b> If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student box. The U.S address is not required for these students. However, if the student has a U.S. address, it should be entered.
* 17. Education Level	The level of education pursued by the student. <b>Note:</b> Once the Form I-20 has been submitted, this field may not be updated for an M student.
* 18. Primary Major	<p>The student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all of the possible fields of study:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button in the Primary Major, Secondary Major, or Minor row of the data-entry form (fields 18, 19, and 20) to display the Course Selection screen. On that screen, open the Category selection list by clicking the down-arrow at the right end of the selection box. Make a selection.</li> <li>2. Click the <b>Search</b> button to view the list of subjects for the category you selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to page 2 of the Form</li> </ol>

	I-20 and your final selection is displayed. If you make an error at any point, repeat steps 1 and 2.
19. Secondary Major	Some students have a secondary major, usually in a related field. This is the field to use to enter the student's second major. To complete this field, follow the instructions given for field 18, Primary Major.
20. Minor	This field is used to enter the student's minor field of study, if applicable. To complete this field, follow the instructions given for field 18, Primary Major.
* 21. Normal Length of Study	The period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
* 22. Program Start Date	<p>The date on which the student is expected to arrive to begin his or her program. <b>Note:</b> For continuing students, please enter the original program start date. For transfer students, enter the start date of the student's program at your institution.</p> <p><b>Note:</b> Once the Form I-20 has been submitted to SEVIS, this field <b>cannot</b> be updated at any time, unless a PDSO or DSO defers the attendance of an initial status student that has not yet entered the U.S.</p> <p><b>Note:</b> Please refer to section 2.5.5.2 for instructions on updating this field once the Form I-20 has been submitted.</p>
* 23. Program End Date	<p>The date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)</p> <p><b>Note:</b> Please refer to section 2.5.5.2 for instructions on updating this field once the Form I-20 has been submitted.</p>
* 24. English Proficiency	Indicate whether your school requires English proficiency. If it does, you must select yes or no to indicate whether the student is or is not proficient in the English language. If the student is not, provide an explanation in the field provided as to why he or she is being admitted without such proficiency (for example, the school will provide training).

Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-20. <b>Note:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to the next page of the Form I-20.
<b>Print Draft I-20</b>	Click this button to print a draft copy of the Form I-20. Printing a draft allows you to review a paper copy of all of the data saved thus far.

### **2.5.1.3 Complete Page 3 of the Form I-20—Financial Information**

Page 3 of the Form I-20 is used to collect financial information for the student. Exhibit 24, Page 3 — Financial Information for Elizabeth Jones, is an example of page 3.

## Exhibit 24: Page 3 – Financial Information for Elizabeth Jones

**SEVIS Eligibility**  
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wdill56766(PDSO)  
 Welcome to the SEVIS Eligibility

**Jones, Elizabeth**  
**School: Johnson School of Medicine**

Required fields are marked with an asterisk(\*)

**25.\* Number of months in academic term:**

**26. Expenses:**

\*Tuition and Fees: \$   
 \*Living Expenses: \$   
 Expenses for dependents: \$   
 Other costs: \$   
 Specify other costs:   
**Total expenses: \$0.00**

**27. Funding:**

\*Student's personal funds: \$   
 Funds from this school: \$   
 School fund type:   
 Funds from other sources: \$   
 Other source type:   
 On-Campus employment: \$   
**Total funding: \$0.00**

**28. Remarks:**

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Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 25. Number of Months in Academic Term	The length of the student's academic term, up to 12 months. This information is the basis for determining the student's expenses and funds for a term.
26. Expenses	The student's expenses for one academic term.
* Tuition and Fees	The estimated average cost for tuition for the academic term.
* Living Expenses	The student's estimated total living expenses for one academic term.
Expenses for Dependents	The student's expenses for his or her dependents, if any, during one academic term.
Other Costs	An estimate of the student's miscellaneous expenses, if any, during one academic term.

Field	Description/Explanation
Specify Other Costs	If a figure is given for Other Costs, an explanation must be provided.
27. Funding	<b>Note:</b> The total amount in section 27 must be equal to or greater than the total amount in section 26.
* Student's Personal Funds	Personal funds available to the student in one academic term to defray his or her educational expenses.
Funds From this School	The amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses.
School Fund Type	If a number is entered in the Funds From this School field, an explanation must be provided.
Funds From Other Sources	The amount of funding, if any, that will be available to the student during one academic term from sources not otherwise specified.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided.
On-Campus Employment	The amount of funding, if any, the student will receive from on-campus employment.
28. Remarks	Enter any applicable remarks regarding the student's expenses and funding.

Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-20. <b>Note:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.

<b>Next</b>	Click this button to automatically save the data that you have entered and advance to the next page of the Form I-20.
<b>Print Draft I-20</b>	Click this button to print a draft copy of the Form I-20. Printing a draft allows you to review a paper copy of all of the data saved thus far.

### 2.5.1.4 Complete Page 4 of the Form I-20—Add Dependents

Page 4 of the Form I-20 is used to collect information regarding any dependent spouse or children of a student. By adding dependent information to the student's SEVIS record, SEVIS will create a separate dependent Form I-20 (F-2 or M-2), and will assign a unique SEVIS ID to each of these dependent records. This form will serve as the dependent's eligibility documentation for visa issuance purposes and for entering the U.S. as a dependent of a student.

To complete page 4, perform the following:

1. Click the **Add Dependent** link below the Family Name column. The system displays a screen containing a summary of the student's data. Exhibit 25, Elizabeth Jones Dependent Screen, is an example of the screen that displays.

**Note:** This screen will display the data for any dependents already added to the student's record and allow the PDSO, DSO, or ASO to add additional dependents. When the student record is complete, the PDSO or DSO can submit the record.

### Exhibit 25: Elizabeth Jones Dependent Screen

**SEVIS Eligibility**

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wdill56766(PDSO)

Welcome to the SEVIS Eligibility

Jones, Elizabeth  
School: Johnson School of Medicine

SEVIS ID:  
Family name: Jones  
First name: Elizabeth  
Country of birth: IRELAND  
Date of birth: 04/02/1980  
Country of citizenship: IRELAND  
Gender: FEMALE  
School name: Johnson School of Medicine  
Program start date: 12/10/2002  
Program end date: 12/09/2004  
Visa type: F-1  
Status: DRAFT

Required fields are marked with an asterisk (\*)

1. \*Family name:

2. \*First name:

3. \*Middle name:

4. Suffix:

5. \*Date of birth:  (MM/DD/YYYY)

6. \*Country of birth:

7. \*Country of citizenship:

8. \*Gender:

9. \*Relationship:

10. Remarks:

Add Dependent Reset Values Cancel

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Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	The surname or last name of the dependent.
2. First Name	The first name of the dependent.
3. Middle Name	The middle name of the dependent.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The dependent's date of birth.
* 6. Country of Birth	The name of the country in which the dependent was born.
7. Country of Citizenship	The name of the country in which the dependent maintains citizenship
* 8. Gender	The dependent's sex.
* 9. Relationship	The relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be 21 or younger.
10. Remarks	If necessary, enter comments regarding the dependent.  <b>Note:</b> Currently, even if separate comments are entered, it is the principal student comments that actually print on the dependent's Form I-20. Separate dependent remarks printing on the I-20 is scheduled for a later release of SEVIS.

**Note:** All other fields on the dependent Form I-20 will reflect the student's information.

Select one of the following buttons:

<b>Add Dependent</b>	Click this button to confirm the addition of this dependent. The system will display a message indicating that the update to include this dependent was successful. The message also includes a reminder to update the student's dependent expenses, if necessary. Click the <b>Return to Dependent Listing</b> button to return to page 4 of the Form I-20. Information on the dependent that was added will be displayed.  <b>Note:</b> When an ASO clicks this button, the record will be marked as completed. A PSDO or DSO must review and submit the record.
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<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Cancel</b>	Click this button to return to page 4 without adding a dependent.

After completing the dependent information, or if the student does not have any dependents, select one of the following buttons on page 4:



<b>Prev (Previous)</b>	Click this button to return to the page 3 of the Form I-20. <b>Note:</b> SEVIS automatically saves your data when you are on page 4 and select the <b>Prev</b> button or log off of the system.
<b>Submit</b>	Click this button to submit the new Form I-20 to the SEVIS database.
<b>Print Draft I-20</b>	Click this button to print a draft copy of the Form I-20. The word “draft” will appear on the top of the form and the bar code will not be printed until the student registers at this school and a school official has updated the student’s SEVIS record, accordingly.

### **2.5.2 Print a Draft Form I-20**

You can print a draft copy of the Form I-20 from various screens within the application. A draft copy of the SEVIS Form I-20 can be identified by the word “draft” printed on the top of the form. The SEVIS ID and barcode will not be printed on the draft form. The draft Form I-20 can be printed prior to submission of the form. To print a draft copy of the Form I-20, perform the following:

1. Click the **Print Draft I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Acrobat® Reader from which a copy of the Form I-20 may be sent to a designated printer.

**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to “always ask before opening this type of file” to remove the check mark. Select the **Open** button to view the Form I-20.

2. When the Form I-20 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the form.
3. Click the print button  on the Acrobat® Reader toolbar. The print window is displayed.
4. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form I-20 will be printed on the designated printer.
6. Click the **Close** button  on the Acrobat® Reader window to close the window.

### **2.5.3 Submit the Form I-20**

To submit a new student's Form I-20 (creating a record for the student) in SEVIS or update an existing student's record, click the **Submit** button on the last page of the electronic Form I-20. The system will display a message indicating that the submission was successful. This screen also shows the first and last name and SEVIS ID for the student and each dependent. Click **OK** to return to the Student Information screen. If necessary, you may print a copy of the updated Form I-20 for the student.

### **2.5.4 How to Retrieve Student Records**

SEVIS has several methods for searching for and retrieving saved records. Users may perform a search for a student or generate a list of students who meet specific criteria, and then select a student's record. Both methods are addressed in the following sections.

#### **2.5.4.1 Search**

After logging in to SEVIS, the system will display a list of schools associated with your user ID. You can search for a student's record in any of the schools for which you are assigned a role. To search for a student record, perform the following:

1. On the F/M Eligibility Launch Page, click the **Search** link to the right of the name of the school whose records you would like to search. The system displays the search screen as shown in Exhibit 26, Search Student.

## Exhibit 26: Search Student

**SEVIS Eligibility**

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the SEVIS Eligibility

### Search Student

**Sort Options:** Sort By:  Sort Direction: ☒ Ascending ☐ Descending

SEVIS ID:

Family Name:

**Optional Criteria:** (Family Name Required)

First Name:

Date of Birth:  (MM/DD/YYYY)

**Program Start Date Range:** From:  (MM/DD/YYYY) To:  (MM/DD/YYYY)

**Program End Date Range:** From:  (MM/DD/YYYY) To:  (MM/DD/YYYY)

Country of Birth:

Country of Citizenship:

Termination Reason:

Request Type:

Request Status:

**Adjudication Date Range:** From:  (MM/DD/YYYY) To:  (MM/DD/YYYY)

10/24/2002 (Thursday)

2. Enter your search criteria. **Note:** If you enter a first name or date of birth, the family (last) name is required.
3. Click the **Search** button. The system will display the results of the search.
4. Locate the name of the student whose record you wish to view and/or update and click on the link. The system will display the student's record.

### 2.5.4.2 Student Lists

SEVIS allows you to quickly access lists of students to view. From these lists, you may also access student records to process. These lists provide a quick method for school officials to access and update student records.

On the F/M Eligibility Launch Page, click the **Student Lists** link for a school and the system will display a screen containing the following lists that can be generated.

List	Description/Explanation
Student Listing (for the Selected School)	A comprehensive list of all students for the selected school, regardless of their status.

<b>List</b>	<b>Description/Explanation</b>
Saved Students	A list of all student records that have been saved but not submitted. The system sets a flag indicating that the record has been marked completed by an ASO. A PDSO or DSO may review and submit the record to SEVIS.
Initial Status Students	A list of all students whose status in SEVIS is Initial. The student's record has been created and saved to the SEVIS database, but the student has not registered at this school.
Active Status Students	A list of all students whose status in SEVIS is Active. The student has registered and enrolled in class. The student is considered to be "in status."
Terminated Status Students	A list of all students whose status in SEVIS is Terminated. The student's participation in SEVIS has been terminated by the INS or a school official; termination implies a change from Active status prior to program completion and for a reason other than Program Completion.
Completed Status Students	A list of all students whose status in SEVIS is Completed. The student has completed his or her course of study and all other program related activities at the school.
Cancelled Status Students	A list of all students who were issued a Form I-20 for initial attendance at the school, but did not register to attend classes. The student's SEVIS record has been cancelled because he or she was not initially registered in SEVIS by a PDSO or DSO.
Active Students with Off-Campus Employment	A list of students whose status in SEVIS is Active. These students are also employed off-campus, or have an off-campus employment application pending.
Students with Change of Status Requests	A list of students whose are requesting change of status or have had a change of status application approved within the last 30 days.
Active Students with Optional Practical Training (OPT)	A list of active students who are currently participating in OPT, or that have an OPT application pending adjudication.
Active Students with Curricular Practical Training (CPT)	A list of active students who are currently participating in CPT.

<b>List</b>	<b>Description/Explanation</b>
Active Students with an Extension	A list of active students who have received an extension for completion of their course of study and M-1 students that have a pending extension request.
Active Students Authorized to Drop Below Full Course	A list of active students who are currently approved to drop below a full course of study.
Students in Transfer Status	<p>A list of students who are in the process of transferring into or out of a school.</p> <p><b>Note:</b> From this list, you can retrieve partially completed records for students transferring into your school from another SEVIS school and then update and submit the transfer I-20 based on the student's new program information at your school.</p>
Requesting Reinstatement	A list of students who have requested reinstatement at this school, and whose reinstatement requests are pending. (The PDSO or DSO that submitted the reinstatement request will receive e-mail notification of the reinstatement adjudication results.)

When you click on one of these links, the system displays the appropriate list of students. Click a student link to view the student's Form I-20 information and edit the data, if necessary.

## **2.5.5 Updating Forms I-20**

Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report all events required by the current proposed SEVIS regulations. The following sections address how to update student records in SEVIS.

### **2.5.5.1 Registration**

Registration is the process of entering the required data when a student who has been issued a Form I-20 for attendance actually appears at the school to register for and enroll in classes. This SEVIS registration is what activates an initial student's record in the system, meaning that the student record changes from Initial to Active status.

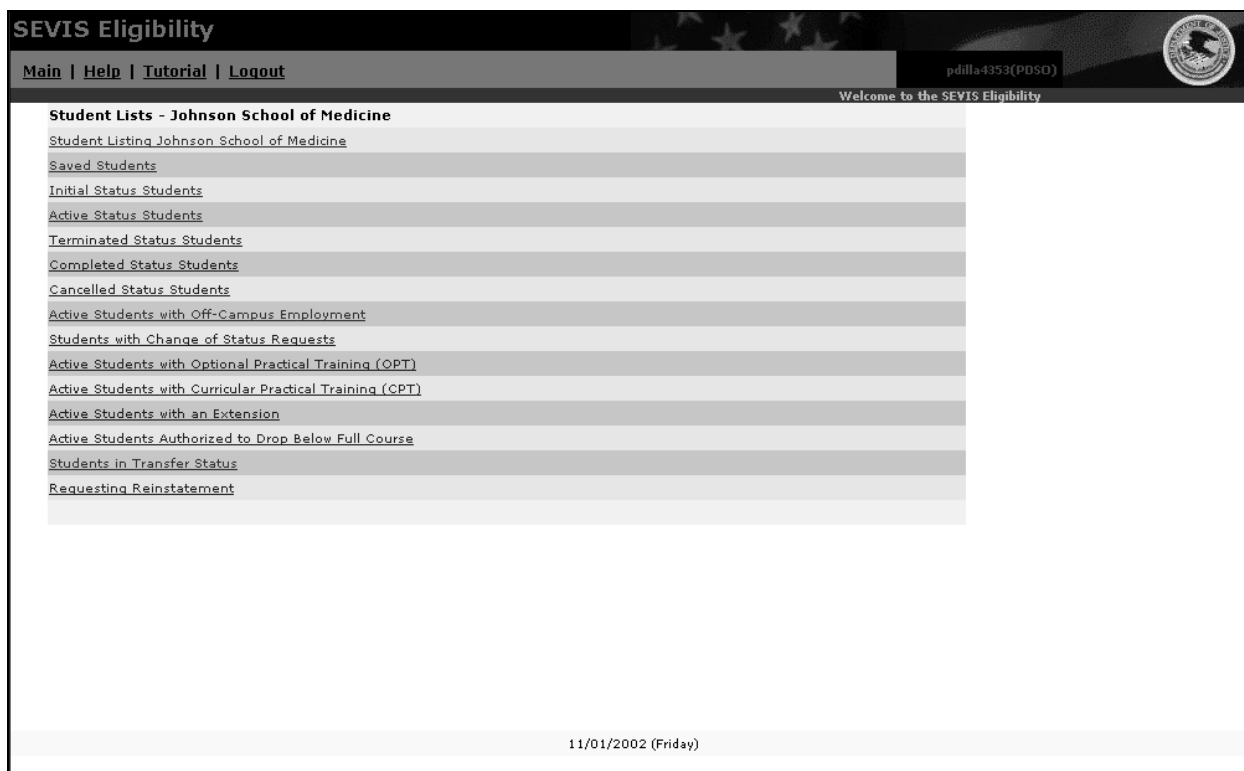
**Note:** In addition to the initial registration action, a PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester, and to indicate the next term or session start date. This update can be completed each term or session by opening the active student's record and following the update procedures defined below.

**Note:** Once a student is registered in SEVIS, and his or her status has been changed to Active in the system, that student's record must be maintained and updated to reflect current information about that student throughout his or her program.

To complete the initial registration or update a student's record, perform the following:


1. On the main menu, click the **Student Lists** link to the right of the name of the campus where the student has enrolled. The system displays the Student Lists screen for this campus, as shown in Exhibit 27, Student Lists.

### **Exhibit 27: Student Lists**



2. Click on the **Initial Status Students** link to view the list of all students whose Form I-20 status is currently Initial. Or, click on the **Active Status Students** link to view the list of all students whose Form I-20 status is currently Active. The system will display the appropriate list of students.
3. Click on the name of the student whose record you wish to update. The system will display the Student Information screen for the selected student.
4. Click the **Registration** link on the left side of the screen. Exhibit 28, Registration, is an example of the screen that displays.

## Exhibit 28: Registration

**SEVIS Eligibility**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)pdilla4353(PDSO)  
Welcome to the SEVIS Eligibility

**Registration**  
Required fields are marked with an asterisk (\*)

SEVIS ID: <b>N0000008875</b>	
Family name: <b>Jones</b>	
First name: <b>Elizabeth</b>	
Country of birth: <b>IRELAND</b>	
Date of birth: <b>04/02/1980</b>	
Country of citizenship: <b>IRELAND</b>	
Gender: <b>FEMALE</b>	
School name: <b>Johnson School of Medicine</b>	
Program start date: <b>11/15/2002</b>	
Program end date: <b>10/25/2006</b>	
Visa type: <b>F-1</b>	
Status: <b>INITIAL</b>	

**1. \* Current Session End Date:**  (MM/DD/YYYY)

**2. \* Next Session Start Date:**  (MM/DD/YYYY)

**3. U.S. Address:**  

☐ Commuter student ☐ If checked, U.S. address is not required.

**\* Address 1:**   
**Address 2:**   
**\* City:**   
**\* State:**   
**\* Zip Code:**  -

**4. Foreign Address:**  

**\* Address 1:**  H8890 Dublin Terrace  
**Address 2:**   
**City:**  Dublin  
**Province/Territory:**   
**\* Country:**  IRELAND  
**Postal code:**

**5. Passport Number:**

**6. Passport Issuing Country:**

**7. Passport Expiration Date:**  (MM/DD/YYYY)

**8. Visa Number:**

**9. Post/Country of Visa Issuance:**

**10. Visa Expiration Date:**  (MM/DD/YYYY)

**11. Admission number:**

**12. Port of Entry:**

**13. Date of Entry:**  (MM/DD/YYYY)

**14. Remarks:**

11/01/2002 (Friday)

5. Review the data on this page and complete the required fields.

**Note:** You **must** complete the current session end date and the start date for the next session fields. You must also complete the U.S. Address fields unless the student is a citizen of Mexico or Canada and a commuter student. For these students, check the Commuter Student box. A U.S. address is not required for these students. However, if the student has a U.S. address, you may enter it on this screen. You may also update the student's foreign address if necessary.

6. Click the **Update Information** button. The system will display a message indicating that the update was successful.
7. Click the **Return to View Record** button to view the student's SEVIS record.

### 2.5.5.2 Student Information Screen and Student Update Links

The school is responsible for maintaining each active student's record in the system to assure that all the displayed information is current and accurate, and to add information related to changes in the student's benefits such as employment. The Student Information screen provides you with links to many processes specifically related to the student. Exhibit 29, Student Information, is an example of the Student Information screen.

## Exhibit 29: Student Information

<b>SEVIS Eligibility</b>					
<a href="#">Main</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a>				wdill56766(PDSO)	
Welcome to the SEVIS Eligibility					
<b>Student information</b>					
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Extend Program</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>Employment/Training:</b> <a href="#">CPT Employment Authorization</a> <a href="#">Off-Campus Employment</a> <a href="#">OPT Request</a>		<a href="#">Re-Print I-20</a> <a href="#">Print Draft I-20</a>		<b>Program Information</b> Status: <b>ACTIVE</b> Visa type: <b>F-1</b> School name: <b>Johnson School of Medicine</b> I-20 Issue reason: <b>INITIAL</b> Education level: <b>BACHELOR'S</b> Major: <b>Biochemistry</b> Secondary major: Minor: Program start date: <b>12/10/2002</b> Program end date: <b>12/09/2004</b> Normal length of study: <b>24</b> Current Session End Date: <b>01/01/2003</b> Next Session Start Date: <b>01/02/2003</b> School requires English proficiency: <b>yes</b> Student has English proficiency: <b>yes</b> English is not required because: Remarks:	
<b>Personal Information</b> SEVIS ID: <b>N0000008244</b> Family name: <b>Jones</b> First name: <b>Elizabeth</b> Country of birth: <b>IRELAND</b> Birth date: <b>04/02/1980</b> Citizenship country: <b>IRELAND</b> Gender: <b>FEMALE</b> Foreign Address: <b>100 Main St Dublin IRELAND</b> U.S. Address: <b>100 Fairfax St Vienna VIRGINIA 20001</b> SSN: Driver license number: Issuing state: Individual Taxpayer ID number: Admission number:		<b>Financial Information</b> Number of months: <b>06</b> Tuition fees: <b>\$2,000.00</b> Living expenses: <b>\$2,000.00</b> Dependent expenses: <b>\$2,000.00</b> Other Costs: Other costs comment: <b>Total expenses: \$6,000.00</b> Student's personal funds: <b>\$4,000.00</b> Funds from this school: School fund type: Funds from other sources: Source type: On-Campus employment: <b>Total funding: \$4,000.00</b>			
<b>Dependents:</b>					
Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000008245	Jones	Maria	CHILD	FEMALE	TERMINATED
<b>Student Requests:</b>					
Request Type	Request Status				
11/06/2002 (Wednesday)					

The links on the left side of the screen provide you with access to the screens that are used to update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. Those links include access to the following processes:

- **Authorize to Drop Below Full Course**—You have the option to perform an 'Authorize to Drop Below' for any active student in SEVIS. When authorizing the student to drop below a full course of study, SEVIS requires that you choose the reason for this authorization from a drop down menu. SEVIS also monitors the time limitations for such authorization and requires the DSO to update the authorization periodically. The DSO will know from the alert lists that a student's authorization to drop below needs to be updated. The circumstances under which a student may be authorized to drop below a full course of study are defined in the current regulations as amended by the proposed SEVIS regulation. See also 'Resume Full Course' later in this section for information on updating the student's record when he or she resumes a full course of study.
- **Cancel Reinstatement**—A PDSO or DSO can cancel a reinstatement request. This option is available only while a reinstatement request is pending. A reinstatement request can be cancelled for a student that decides to leave the U.S. rather than reinstating, wants to transfer to another school where they will then apply for reinstatement, or leave the U.S. and apply for re-entry with a new Form I-20.
- **Cancel Student**—When a school is informed that a student who was issued a Form I-20 for initial attendance will not be registering to attend that institution, a PDSO or DSO can cancel the student's record. The cancel function should also be used in cases where a school official creates an initial Form I-20 with incorrect information that cannot be corrected, such as the program start and end dates. This action is only available for students in Initial status. This option should be used only in cases where, to the school's knowledge, the student was not planning to attend the school. In cases where the school knows that the student entered the U.S. to attend their school, and the student fails to arrive, a PDSO or DSO should terminate that record, rather than cancelling it.

**Note:** If a PDSO or DSO does not register a student that has been issued a SEVIS Form I-20 for initial attendance at least 60 days following the program start date on the form, the system will automatically cancel the student's record. INS regulations require that a student's registration at the school be updated in SEVIS within 30 days of the school's registration deadline.

- **Cancel Transfer**—The PDSO and DSO at the transfer-out school can cancel a transfer prior to the release date entered on the Transfer Out screen. If the student decides not to transfer, and the release date has already passed, the PDSO or DSO should contact the SEVIS Help Desk (1-800-892-4829) for assistance.
- **Complete Program**—The Complete Program process is used to indicate that a student has graduated or completed his or her course of study. This will change the student's status to Completed. A PDSO or DSO should only perform this update in cases where a student has completed his or her stay in the U.S. and has departed or will depart in the immediate future. No further action can be taken once this update is made, aside from applying for

reinstatement. If a student plans to graduate earlier than expected, the PDSO or DSO should update the program end-date rather than changing the student's status to completed.

**Note:** If the school official does not actively change the student's status to Completed, SEVIS will automatically change the record of an active student to Completed based on the program end-date taken from the student's Form I-20 record. For F students, status will change to Completed 60 days past the Form I-20 program end-date or 60 days past the completion of OPT, whichever is later. For M students, status will change to Completed 30 days past the program end-date or 30 days past OPT, whichever is later.

- **CPT Employment Authorization**—This function allows a PDSO or DSO to enter the necessary information and indicate authorization for an F-1 student to participate in Curricular Practical Training (CPT). From the CPT screen you can select the **New CPT Employment** link. You will be required to enter all information relevant to the CPT authorization. This information will print on page 3 of the student's Form I-20, and can be printed at the time of the update for the student to use as CPT authorization. When you select the **Edit** link in the Command column, the same screen is displayed; however, the screen is filled-in with existing data. You can update existing CPT information.
- **Defer Attendance**—A PDSO or DSO can Defer Attendance for a student prior to a student's initial registration as long as the student has not entered the U.S. to attend your school. The INS regulations do not allow for deferred attendance in cases where the student has already entered through the port of entry (POE). To defer attendance, you must update the student's program-start date and, if appropriate, the program end-date.
- **Dependents**—You have the option to add a new dependent, edit an existing dependent record, or terminate/reactivate dependents. See Section 2.5.2.4, Complete Page 4 of the Form I-20—Add Dependents, for additional information regarding dependents.
- **Disciplinary Action**—The Disciplinary Action option is available for students in an Active status and is used to indicate that disciplinary action was taken against the student due to the student being convicted of a crime. On the Disciplinary Action screen, you must click to place a check mark in "The Student has had Disciplinary Action taken..." box and enter an explanation in the text box. This update will not affect the student's status.
- **Extend Program**—The Extend Program screen allows a PDSO or DSO to change a student's program end-date to reflect that additional time is needed to complete the course due to medical or academic circumstances. An explanation of the medical or academic circumstances that necessitate the extension must be provided. For F-1 students this update does not require INS adjudication. However, for M-1 students, an extension request must be adjudicated by an INS Service Center. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the INS Service Center along with the other necessary documentation and forms.

For an M-1 extension request, once the update is made, the extension will appear as a pending request on both the student list and the individual student view screen. Once the adjudication result is received from CLAIMS, the result will also be displayed on the Student Information screen and the "Active Students with an Extension" list. The result that is

displayed on the “Active Students with an Extension” list, will be displayed on the list for 30 days after the INS Service Center decision date.

- **Financial Information**—The Financial Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The student’s financial information may be edited using this screen.
- **Off-Campus Employment**—From the Off-Campus Employment screen, you can update an Active student’s record to indicate that off-campus employment has been requested. Off-campus employment can be requested for F-1 students for three reasons under the terms of the INS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the off-campus employment information, print the Form I-20, and mail it to the INS Service Center for adjudication.

In SEVIS, the off-campus employment request for an F-1 student will be displayed as Pending on the Student Information screen and on the list of “Active Students with Off-Campus Employment.” Once the adjudication result is received from CLAIMS, the result will be displayed in the same manner. The result will display on the “Active Students with Off-Campus Employment” list until the employment end-date received and updated from CLAIMS.

- **OPT Request**—The Student Information screen provides you with the Optional Practical Training (OPT) Request option. Selecting this option allows you to view or add OPT employment requests. OPT is adjudicated outside of SEVIS by the INS Service Center. The PDSO or DSO enters the OPT information, prints the Form I-20 and sends it to the INS Service Center with other necessary documentation for adjudication. Once OPT employment is requested in SEVIS, the student’s request status is set to Pending.

In SEVIS, the OPT employment request for an F-1 or M-1 student will be displayed as Pending on the Student Information screen and on the list of “Active Students with Optional Practical Training (OPT).” Once the adjudication result is received from CLAIMS, the result will be displayed in the same manner. If the OPT request is approved, this result will be displayed until the authorized employment end-date.

- **Personal Information**—The Personal Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The student’s personal information may be edited using this screen. The following fields may be updated on the Update Personal Information screen:
  - Family Name
  - First Name
  - Middle Name
  - Suffix
  - Date of Birth
  - Country of Birth
  - Country of Citizenship
  - Foreign Address
  - U.S. Address
  - Gender

- Driver's License Number (optional)
  - Driver's License Issue State (optional)
  - Social Security Number (optional)
  - Individual Taxpayer ID Number (optional)
  - Admission Number (optional)
  - Remarks
- **Program Information**—The Program Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The Program Information for a student may be edited using this screen. The following guidelines apply to updating the student's program information:
    - The program start-date **cannot** be updated.
    - Do not update the program end-date using this function. Use the **Extend** or **Shorten Program** link on the Student Information screen.
    - M-1 students **cannot** change educational levels. You will not be able to update the fields pertaining to their major area of study.
    - The following fields may be updated for M-1 students: Normal Length of Study and English Proficiency.
    - The following fields may be updated for F-1 students: Educational Level, Primary Major, Secondary Major, Minor, Normal Length of Study, and English Proficiency.
  - **Registration**—You have the option to initiate the 'Registration' process. When registering a student that is in Initial status, SEVIS will update the student's status to Active. All fields marked with an asterisk (\*) must be completed in order for the student's status to change to Active. Refer to Section 2.5.5.1, Registration, for instructions on completing the registration process. The following guidelines apply to student registration:
    - If the student being registered is an F-1 student currently transferring-in to the school, the transfer will be marked complete.
    - If the student being registered is an M-1 student transferring-in to the school, you may register the student. However, the transfer will not be marked as complete until the adjudication result from the INS Service Center is received. If the transfer request has not yet been approved at the time that the M-1 student is registering, you may register the student. However, if the student registers prior to receipt of the adjudication result, and the final result is "denied," the student's record will be terminated. If the adjudication result is approved, the student's SEVIS record is marked "transfer complete."
    - Once the student is initially registered at the school, and is in Active status, a PDSO or DSO must update the student's record each term or session to indicate that the active student is still enrolled at the school. The next session dates are entered in the student's record for each term or session at the time of this update. A student whose record has not been updated to reflect this per term registration will appear on an alert list.

**Note:** Each student must be registered in SEVIS in order to be changed from Initial to Active status. SEVIS will cancel the record (record with Initial status will change to Cancelled) if no registration event occurs once the program start-date has passed. For students in Active status, if no registration update is made within the required time frame each semester, the student's record will be terminated. Active students whose session

dates need to be updated will appear in the alert list entitled Active Students Requiring Registration Update.

- **Request Reinstatement**—The PDSO or DSO can request reinstatement for a student whose current status is Completed or Terminated. After completing the reinstatement screens, and printing the updated Form I-20, send it and other appropriate forms to the INS District Office. The DO adjudicates the reinstatement request through SEVIS. The PDSO and the DSO that submitted the reinstatement request will be notified of the DO decision via e-mail. The student will be notified by mail.

**Note:** If the student is being reinstated into a program that has future start dates, the student record will be placed in Initial status upon DO approval of the reinstatement, and a PDSO or DSO will have to register the student at a later date. If the student is being reinstated into a program as a continuing student (meaning that the student's program start-date is in the past) the student record will be placed into Active status upon DO approval of the reinstatement. Such a student will not have to be initially registered, but will need their session registration dates updated.

- **Resume Full Course**—Once a student has been authorized to drop below a full course of study, a PDSO or DSO can indicate that the student has resumed his or her normal course load. To indicate that a student has resumed a full course of study, select **Student Lists** from the Commands menu. A list of links based on student statuses will be displayed and you can select the **Active Students Authorized to Drop Below** link. Next, select the student you wish to authorize to resume a full course of study. That student's record will be displayed and you will have the option to 'Resume Full Course' for that student.
- **Shorten Program**—The Shorten Program option is available when students are currently in Active status. The PDSO or DSO can update a student's program end-date to reflect an early program end-date. **Note:** For M-1 students, if you shorten the student's program by mistake, you will be required to request an extension to correct the error. The extension request will require adjudication by the INS.
- **Terminate Student**—The Terminate Student option is available when students are currently in Active or Initial status. For Active status students, the PDSO or DSO must terminate the student when the school official knows that the student has violated the terms of his or her status. For Initial status students, a school official is required to terminate the student if the official knows that the student has entered the U.S. to attend this school and the student failed to register within 30 days of the school's registration deadline. This is done by terminating the Initial status record for a reason of "no-show."

When terminating an active student record, one of the following termination reasons may be selected from a drop-down list:

- Unauthorized withdrawal
- Death
- Unauthorized employment
- Unauthorized drop below full course
- Unauthorized drop below full course time exceeded
- Expulsion

- Suspension
  - Absent from country for 5 months
  - Extension denied (M-1 only)
  - Failure to enroll
  - Denied transfer (M-1 only)
  - Costs exceed resources
  - Transfer student no show
  - Otherwise failing to maintain status
  - Change of Status Approved
  - Change of Status Denied
  - Change of Status Withdrawn
- **Transfer in**—The transfer release date, entered by the “transfer-out” school, is the date on which a student’s SEVIS record transfer will take effect.

**For F-1 students**, once the transfer release date entered by the transfer-out school, has been reached, the student’s record will be transferred to the transfer-in school so that the school can complete the transfer I-20 and then register and enroll the student. A PDSO or DSO at the transferring-to school will see the student’s name on the “Students in Transfer Status” list. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. The system automatically fills-in the Transfer-in Form I-20 with the following information from the prior school:

- Family Name
- First Name
- Date of Birth
- Gender
- Country of Birth
- Country of Citizenship
- Education Level (M-1 Students only)

The remaining fields on the Transfer-in Form I-20 must be completed by the transfer-in school to reflect the financial and program information relevant to the student’s new program. When printed, this I-20 will indicate that the student is in Initial status and is transferring to your school. The transfer is completed, and “Transfer” no longer appears on the F-1 student’s Form I-20, once you register the student at your school.

**For M-1 students**, once the transfer-out school updates the student’s record to indicate that a transfer out will occur, and has identified the transfer-in school, a PDSO or DSO at the transferring-in school will see the student’s name on the “Students in Transfer Status” list. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. In this instance, the transfer Form I-20 created by the transferring-in school will have to be printed, signed and sent to the INS Service Center with other supporting documentation.

In SEVIS, the transfer-in request for an M-1 student will be displayed as Pending on the student view and on the “Students in Transfer Status” list. Once the adjudication result is received from CLAIMS, the result will be displayed on the Student Information screen and the “Students in Transfer Status” list. The result is displayed on the “Students in Transfer

Status” list for 30 days after the INS Service Center decision date. **Note:** An M-1 student can be registered at the Transfer-in school prior to INS adjudication of the transfer request.

- **Transfer Out**—The Transfer Out option is available to the PDSO and DSO while the student is in Active status and does not currently have a transfer pending. A student with a Pending Reinstatement status cannot be transferred. However, a student that is in Terminated or Completed status, and wishes to apply for reinstatement to attend another school, may also be transferred out.

You must identify a date (release date) on which the student record will transfer to the other school, and the name of the school. In the case of an F-1 student, the transfer-in school cannot complete the Form I-20 until after the student’s release date. It is important, therefore, that the release date accurately reflect the date that the student completes work at the transfer-out school, giving the transfer-in school sufficient time to create the new Form I-20 and transfer the student in for the start of the new program.

The following guidelines also apply to the Transfer Out process:

- If the student is transferring to a SEVIS school, the name of this school must be chosen from the drop-down list. Selecting “Other” for a student transferring to a SEVIS school will inhibit the student’s record transfer in SEVIS.
- If the student is transferring to a non-SEVIS school, you must select “Other” in the Transfer To School field and enter the name of the school in the text box.
- The transfer Form I-20 for an F-1 student cannot be created at the transfer-in school until the Transfer Release Date entered on the Transfer Out screen has been reached.
- For M-1 transfers, once the school official at the transfer-out school updates the student’s record to indicate that a transfer will take place, a PDSO or DSO at the transferring-to school will see the student’s name on the “Students in Transfer Status” list. From this list, the PDSO or DSO can select the student and create the initial Form I-20 for the M-1 student to attend the new school.
- The M-1 transfer Form I-20 can be created and printed before the Transfer Release Date to allow the M-1 to file an application for transfer with the INS Service Center.

**Note:** If you have questions about when to set the student’s release date, or concerns about when you will be able to access a record from another school (either transfer in or transfer out), contact the PDSO at the other school. You may discuss the timing of the student’s transfer to assure that the release date accommodates the transfer out and transfer in program end and start dates.



### **2.5.5.3 Reprint a Form I-20**

You can reprint a copy of the Form I-20 for the following reasons: travel, lost, stolen, damaged. To reprint a the Form I-20, perform the following:

1. Click the **Re-Print I-20** button. The system displays the Reprint I-20 screen where you must select a reason of reprinting the form.
2. Select a reprint reason (that is, travel, lost, stolen, or damaged).
3. If you wish, enter comments in the Remarks field.

4. Click the **Next** button. The system displays another screen indicating that the reprint reason has been recorded, or saved with the student's record.
5. Click the **Reprint I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Acrobat® Reader from which a copy of the Form I-20 may be sent to a designated printer.

**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form I-20.

6. When the Form I-20 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the form.
7. Click the print button  on the Acrobat® Reader toolbar. The print window is displayed.
8. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
9. Click **OK** and the Form I-20 will be printed on the designated printer.
10. Click the **Close** button  on the Acrobat® Reader window to close the window.


### **2.5.6 Alerts**

When logging in to the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. An asterisk next to the Alerts link for a school (that is, \*Alerts) indicates that an alert exists for the school. Alerts are status reminders or notices that action should be taken. In most cases, these alerts are indicators that, according to the information currently in the system, the student's status will change (in many cases from Active to Terminated or Completed) if some action or update is not taken by a school official within a certain number of days. If no action is taken, the system will automatically take action. For example, if a school official does not submit a student's draft Form I-20 within 15 days of the last update to the record, it will be deleted.

To access the list of alerts for a school, click the **Alerts** link to the right of the name of the school. SEVIS displays a complete list of alerts that are available for that school. Exhibit 30, Alerts for the Johnson School of Medicine is an example of the screen that is displayed.

### Exhibit 30: Alerts for the Johnson School of Medicine

**SEVIS Eligibility**

  
wdill56766(PDSO)  
Welcome to the SEVIS Eligibility

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

**Alerts for Johnson School of Medicine**

**The following alerts deserve your attention:**

[Dependent children nearing 21st birthday](#)

[Students whose total costs exceed total resources](#)

10/24/2002 (Thursday)

To view a list of students, click on a link and SEVIS will display the selected list.

Below is a list containing the title and description and/or action to be taken for each type of alert:

Alert Title	Description/Action to Be Taken
Active Students Requiring Registration	Student records that are in Active status and the next session start date is in the past. If this session information is not updated, the system will automatically terminate the student records for failure to enroll. Therefore, it is very important that each student's registration information be updated each term or session.
Dependent Children Nearing 21 <sup>st</sup> Birthday	Dependent records in an Active status where the relationship is "child" and the current date is prior to and within 90 days of the dependent's 21 <sup>st</sup> birthday. On the day following the child's 21 <sup>st</sup> birthday, the system will change the dependent's status to Terminated because the child is no longer eligible for dependent status. Prior to this date, a PDSO or DSO can inform the student and/or assist the dependent in applying for a

<b>Alert Title</b>	<b>Description/Action to Be Taken</b>
	change of status if needed.
Service Center Adjudication Results	This alert list in SEVIS is updated daily with all requests and adjudication results received from CLAIMS. The results will be displayed on the list for 30 days after the INS Service Center decision date.
Students Authorized to Drop Below Full Course of Study Requiring Update	<p>Student records in Active status that are at least within 30 days of the authorization end date and have no date indicating resumption of full course. If a student's record is not updated to indicate that he or she has resumed a full course of study, or that the authorization to drop below a full course has been extended, the system will terminate the record.</p> <p>SEVIS automatically terminates students whose names remain on the list for 60 days after the next session start date, or 60 days after the 12-month limit on the authorization to drop below a full-course of study.</p>
Students Nearing Employment Authorization End Date	Student records in an Active status with current, authorized employment or practical training that is scheduled to end within 30 days. The termination of the employment authorization will not affect the student's status except in the case of a student participating in post-completion OPT. In the latter case, the student's status will change to Completed 60 days after the employment end date for F students and 30 days after the end date for M students.
Student's Whose Total Costs Exceed Total Resources	Student records in an Active status where expenses exceed resources. This is a violation of the student's status. If the situation is not corrected, and the student's financial information is not updated within 90 days, the system will terminate this student's record.
Students Within 45 Days of Program End Date	<p>Student records in an Active status when the current date is prior to and within 45 days of the program end date. The status of a student on this list will change to Completed 60 days after this program end date for F students and 30 days after this program end date for M students, unless the student is authorized for post-completion OPT.</p> <p><b>Note:</b> A PDSO or DSO can update a student's program end date to reflect early completion or an extension by</p>

Alert Title	Description/Action to Be Taken
	updating the student's program information. <b>Note:</b> Post-completion OPT <b>must</b> be requested in the system prior to the program end date.
Terminated Students Nearing Their Reinstatement Deadline	Student records in Terminated status that are at least 90 days, but less than 150 days, beyond the termination date. Reinstatement requests must be made prior to the 151 <sup>st</sup> day past the termination date.
Transfer-In Students Not Registered by Program Start Date	Students that were supposed to have transferred to the school and begun a program, but have not yet registered and have a program start date that has passed.
Unsubmitted Student Eligibility Records—Over 15 Days Old	Student records in the Draft status and the current date is 15 days or more past the date of last update. These “draft” records may include both records that are still in the process of being created and are awaiting more information, and records that have been marked as completed by an ASO, but have not been reviewed and submitted by a PDSO or DSO. These records must either be completed or reviewed by a PDSO or DSO and submitted to the system, or deleted.

**Note:** There is no Alert list for students in Initial status that still need to be registered in the system, with the exception of students transferring in to the school. This is because in most cases the initial Form I-20 is issued to the student prior to the student's decision to attend your school. However, the system will automatically cancel initial-status records for students who have not been registered 60 days following the program start date listed on the Form I-20. Therefore, when an initial-status student enters the U.S. to attend your school, a PDSO or DSO must be sure to either register the student or terminate the initial-status record for failure to register, even though such a student will not appear on an alert list. When a student initially enters the U.S. to attend your school, the student's SEVIS Form I-20 will be sent to the school from the INS data processing center in London, KY.

### **2.5.7 Reports**

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system.

The next two sections contain the instructions for printing reports using either the Internet Explorer or Netscape browsers.

### 2.5.7.1 Printing Reports Using the Internet Explorer Browser

To access the Reports module, perform the following:

1. Click **Reports** on the navigation bar. The Reports Page displays. Exhibit 31, DSO Reports Page is an example of the screen that displays.

#### Exhibit 31: DSO Reports Page

DSO Reports page

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the DSO Reports page

### DSO Reports

Format: ☒ HTML ☐ Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

**Submit**

#### Student Reports

- ☒ Detailed Student Report - Initial and Active Status
- ☐ Summary Report of Active Students - Authorized to Drop Below Full Course
- ☐ Summary Report of Active Students - with a Specific Employment Type
- ☐ Summary Report of Active Students - with Extensions
- ☐ Summary Report of Active Students - with Transfer Pending Status
- ☐ Summary Report of Terminated Students - by District

#### Dependent Reports

- ☐ Detailed Dependent Report - Active Status
- ☐ Detailed Dependent Report - within 0-6 Months of 21st Birthday

#### DSO Reports

- ☐ Detailed DSO Report

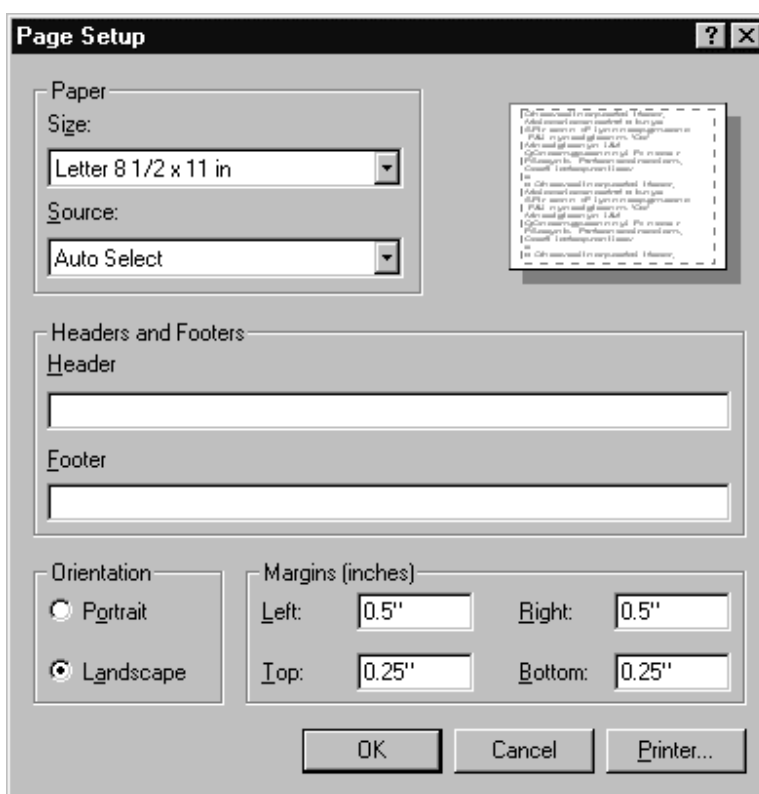
10/24/2002 (Thursday)


2. Select the format for the report. The **HTML** option will print a nicely formatted report. The **Text** option will generate a report in a format that can be copied and pasted into another application and formatted the way that you wish.
3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.
4. Click the **Submit** button. The next screen that displays enables you to enter your report criteria.
5. Make the necessary selections on the Report Criteria screen.
6. Click the **Submit** button to generate and view the report. Another browser window opens and the report is displayed. Using the browser functionality, you may send the report to a designated printer.
7. For best results when printing, it is recommended that you make the following changes to the print settings for Internet Explorer.

If you are using the Internet Explorer browser, make the following changes:

- a. Click on the File menu on the Internet Explorer toolbar.
- b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 32, Internet Explorer Page Setup Window.

**Exhibit 32: Internet Explorer Page Setup Window**



- c. If necessary, delete all data that displays in the Header field.
  - d. If necessary, delete all data that displays in the Footer field.
  - e. Click the Landscape button in the Orientation section.
  - f. Set the top and bottom margins to 0.25”.
  - g. Click the **OK** button.
8. Select Print from the File menu. The Print window is displayed.
  9. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
  10. Click **OK** and the report will be printed on the designated printer.
  11. Click the **Close button**  on the browser title bar to close the window and return to SEVIS.

#### **2.5.7.2 Printing Reports Using the Netscape Browser**

To access the Reports module, perform the following:

1. Click **Reports** on the navigation bar. The Reports Page displays. An example of the reports page is shown in Exhibit 33, DSO Reports Page.

### Exhibit 33: DSO Reports Page

DSO Reports page

Main | Help | Tutorial | Logout

wdill56766(PDSO)

Welcome to the DSO Reports page

### DSO Reports

Format: ☒ HTML ☐ Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

**Submit**

#### Student Reports

- ☒ Detailed Student Report - Initial and Active Status
- ☐ Summary Report of Active Students - Authorized to Drop Below Full Course
- ☐ Summary Report of Active Students - with a Specific Employment Type
- ☐ Summary Report of Active Students - with Extensions
- ☐ Summary Report of Active Students - with Transfer Pending Status
- ☐ Summary Report of Terminated Students - by District

#### Dependent Reports

- ☐ Detailed Dependent Report - Active Status
- ☐ Detailed Dependent Report - within 0-6 Months of 21st Birthday

#### DSO Reports

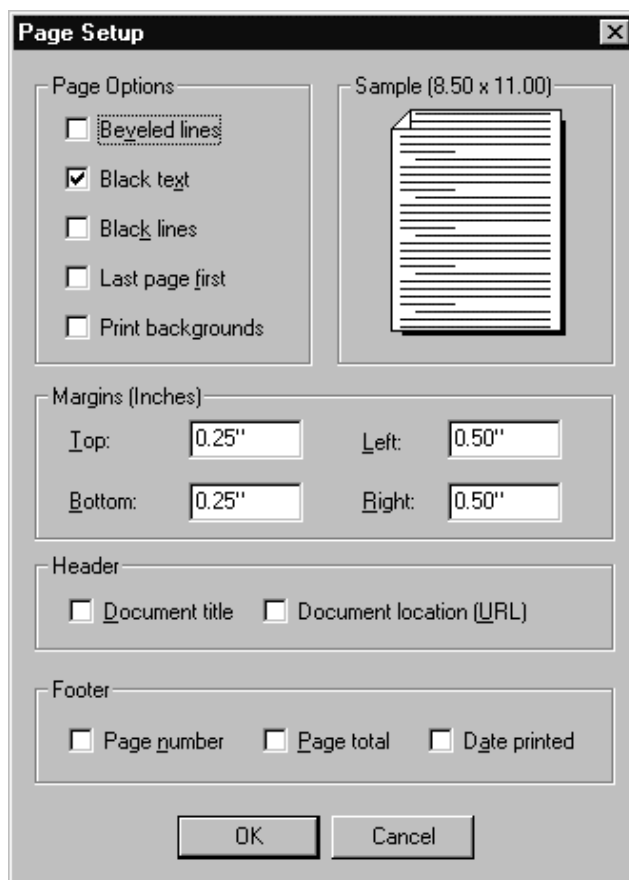
- ☐ Detailed DSO Report


10/24/2002 (Thursday)

2. Select the format for the report. The **HTML** option will print a nicely formatted report. The **Text** option will generate a report in a format that can be copied and pasted into another application and formatted the way that you wish.
3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.
4. Click the **Submit** button. The next screen that displays enables you to enter your report criteria.
5. Make the necessary selections on the Report Criteria screen.
6. Click the **Submit** button to generate and view the report. Another browser window opens and the report is displayed. Using the browser functionality, you may send the report to a designated printer.
7. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:
  - a. Click on the File menu on the Netscape toolbar.

- b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 34, Netscape Page Setup.

### **Exhibit 34: Netscape Page Setup**



- c. Set the top and bottom margins to “0.25.”
  - d. If necessary, click to remove the check mark next to all options in the Header section.
  - e. If necessary, click to remove the check mark next to all options in the Footer section.
  - f. Click the **OK** button.
8. Select Print from the File menu or click the print button  on the browser toolbar. The Print window is displayed.
  9. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
  10. Click the Properties button and select the Paper tab.
  11. In the Orientation section, click the Landscape radio button.
  12. Click **OK** to accept the Landscape setting.
  13. Click **OK** on the Print window and the report will be printed on the designated printer.

14. Click the **Close button**  on the browser title bar to close the window and return to SEVIS.

## **2.6 Register to Use SEVIS Batch Interface**

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools and using the Internet. This exchange requires the registration of a digital certificate in SEVIS.

The PDSO for a school must register the digital certificate for his or her school. Schools that include multiple campuses must register the digital certificate for each campus.

**Note:** Prior to registering the digital certificate for use with SEVIS, download the certificate files with the “.cer” and “.pem” extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, a PDSO will perform the following:

1. Access SEVIS and click on the name of the school that you wish to register. The SEVIS School Detail screen will display.
2. Select the **Register for Batch Processing** link and the system will display the Acceptance of Batch Interface Security Requirements screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system will display the Batch Process Registration screen.
4. Select the path name of the school’s digital certificate. Click the **Browse** button and locate the files with the “.cer” and “.pem” extensions.
5. Highlight the file name and click the **Open** button. The Upload Certificate screen will display with the path name shown in the text box.
6. Click the **Upload Certificate** button.

If the certificate and the PDSO’s credentials are confirmed by SEVIS, a confirmation screen will display. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign® are valid for use with SEVIS.

**Note:** The SEVIS web site contains additional information regarding the SEVIS Batch Interface process.

## **3. OPERATING INSTRUCTIONS**

### **3.1 Initiate Operation**

You will access SEVIS via the INS Intranet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.


When you access SEVIS, the login screen displays. To log in to SEVIS, perform the following:

1. Enter your user ID in the User Name field.
2. Enter your password in the Password field.
3. Press Enter or click the **Login** button. The system will display a security message.
4. Click **Yes** and the SEVIS main menu will display.

### **3.2 Maintain Operation**

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

### **3.3 Terminate and Restart Operations**

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the Close button  on the browser title bar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the logon procedures.

## **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the login page in 10 seconds. When returned to the login page, you should log in to the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Calls made at other times will be recorded for a response on the next business day.

## **A—Acronyms and Abbreviations**

The following terms are used in this document.

<b>ACRONYM</b>	<b>DEFINITION</b>
ASO	Administrative School Official <b>Note:</b> Some SEVIS screens show an ADSO option instead of ASO. This will be changed in a future release.
CLAIMS	Computer-Linked Application Information Management System
CPT	Curricular Practical Training
DO	INS District Officer
DOS	Department of State
DSO	Designated School Official
EV	Exchange Visitor
FR	Federal Register
INS	Immigration and Naturalization Service
LPR	Lawful Permanent Resident
OPT	Optional Practical Training
PDSO	Principal Designated School Official
POE	Port of Entry
SEVIS	Student and Exchange Visitor Information System
U.S.	United States